REQUEST FOR QUOTES – Q&A

Questions and Answers for San Mateo County Office of

Solicitation Numbers	1. On-Call Support for Outreach and Project Planning RFQ #OOS-2021-001 2. Heat and Wildfire Community Preparedness Projects RFQ #OOS-2021-002 3. Resilience Planning Stakeholder and Community Engagement RFQ #OOS-2020-003
Authorized Contact Person E-mail	hdoress@smcgov.org
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Proposal Due Date and Time	001 and 003: 2/16/2021 5 PM PST (deadline may be extended if needed) 002: 2/22/2021 5PM PST (deadline may be extended if needed)
Webinar	Thursday 2/4/21 9:30-10:30am Registration Link

Sustainability RFQs

IMPORTANT UPDATE – DEADLINES FOR RFQs 1 AND 3 EXTENDED:

- RFQ #1: On-Call Support for Outreach and Project Planning -- DEADLINE EXTENDED TO 2/16, 5PM
- RFQ #3: Resilience Planning and Community Engagement -- DEADLINE EXTENDED TO 2/16, 5PM
- Questions on RFQs 1 and 3 -- QUESTIONS DEADLINE EXTENDED TO 2/9, 5PM
- RFQ #2: Heat and Wildfire Community Preparedness Projects -- DEADLINE 2/22, 5PM
- Questions on RFQ 2 -- QUESTIONS DEADLINE 2/11, 5PM

Download RFQ details and applications on our website: https://www.smcsustainability.org/climate-ready.

Question 1:

There's not much time between this webinar and Feb. 9 deadlines. Is there any more detailed information available now about these RFQs? When will decisions be made on each RFQ?

Answer – Extended Deadline and Review Process

We have extended the deadlines for the 2/9 RFQs (001 and 003). Please see above for updated deadlines. We will make every effort to review applications as soon as possible and anticipate completing the review and selection process within 6 weeks of submission. For some of the RFQs we may be able to complete the process more quickly.

Question 2:

Is my organization type eligible to apply? Are special districts or neighborhood associations eligible to apply?

Answer – Eligible Applicants

Eligible organizations include **community-based organizations (CBOs), nonprofits, faith organizations or associations that serve residents in San Mateo County and (meaning that are also) are tax-exempt organizations**, such as under Sections 501(c)3, 501(c)4, or 501(c)6 of the Internal Revenue Code (IRC), or an organization that files a Form 990, Form 990 EZ, or Form 990-N with the Internal Revenue Service (IRS) or is a fiscally-sponsored project of a 501(c)3 nonprofit.

Special Districts are governmental organizations rather than tax-exempt organizations so are not eligible for this set of RFQs.

Neighborhood associations that are tax exempt are eligible to apply.

Businesses are not eligible to apply.

Question 3:

Can an organization based outside the United States or with a workforce that is partially or completely outside the United States apply? Can an organization perform some of the RFQ tasks outside the United States?

Answer – Eligible Applicants and Review Criteria

Yes, if the criteria below are fully met the organization is eligible to apply. The RFQs are intended for community organizations (see eligibility criteria above) with "demonstrated success serving community members in San Mateo County" among other criteria (see review criteria below). However, our preference is for organizations within San Mateo County or the Bay Area. There will likely be in-person work to engage community members when compatible with COVID-19 safety protocols. Meetings with County staff will be remote until our offices reopen, and we do not have a specified date for that yet.

Review Criteria (bolded sections added for emphasis)
- Experience working with specific demographics, languages and/or cultures, and/or specific geographic areas **of San Mateo County**
- Demonstrated success working on projects **serving community members in San Mateo County**
- Experience planning and executing inclusive, accessible, and authentic engagement and communications activities
- Staff capacity to complete work
- **Existing relationships of trust/rapport with community members and organizations**
- Strong references

Question 4:

Can an organization outside San Mateo County or the Bay Area apply?

Answer – Eligible Applicants and Review Criteria

See response to Question 3.

Review Criteria (bolded sections added for emphasis)
- Experience working with specific demographics, languages and/or cultures, and/or specific geographic areas **of San Mateo County**
- Demonstrated success working on projects **serving community members in San Mateo County**
- Experience planning and executing inclusive, accessible, and authentic engagement and communications activities
- Staff capacity to complete work
- **Existing relationships of trust/rapport with community members and organizations**
- Strong references

Question 5:

Do we need to come over there for meetings?

Answer – In Person Meetings

There will likely be in-person work to engage community members when compatible with COVID-19 safety protocols. Meetings with County staff will be remote until our offices reopen, and we do not have a specified date for that yet.

Question 6:

I received the email but the links didn't work.

Answer – Downloading RFQs

Thank you for your interest in the program. The RFQs are available for download on our website: https://www.smcsustainability.org/climate-ready or on the Public Purchase website https://www.publicpurchase.com/gems/bid/bidView?bidId=137634.

Question 7:

I was wondering if the webinar would be recorded for those of us who may be unable to attend?

Answer – Webinar and RFQ Questions and Answers.

We plan to record the webinar and we will post the recording / documentation of questions and answers and post them on our website: https://www.smcsustainability.org/climate-ready

Question 8:

Why do some of the RFQs list monetary ranges but do not have budget forms to submit?

Answer – RFQs without Budgets

This was an attempt to simplify the application process. For RFQ 1, successful applicants will work with County staff to develop a budget and a generalized scope of work for on-call services as part of the contracting process. As services are needed, the County will issue a task order for specific services and will work with organizations to determine the budget for the services. If your organization is selected and does not have the capacity to provide the services needed, you will have the option to decline to provide that service.

For RFQ 2 there is a budget form included for the applying organization to lay out costs between $10,000-$50,000 for their proposed Heat, Smoke or Fire Resilience project.

For RFQ 3, successful applicants will work with County staff to develop a budget and scope of work which is expected to range between $10,000-50,000.

Question 9:

RFQs 1 and 3 list two different dates for submitting questions. Which is correct?

Answer – RFQs 1 and 3: Questions Deadline

We apologize for the mistake and any confusion. We have now extended the deadlines for RFQs 1 and 3 (see top of this document for deadlines) and accordingly **extended the questions deadline to 2/9 at 5pm**. We look forward to your questions.

Question 10:

Is it competitive to apply for more than one RFQ?

Answer – Applying to more than one RFQ

Each of these RFQs represents a set of different projects and needs. Many organizations will find that all three RFQs are a good fit. Applying for only one or two of the three does not make your application more or less competitive. In fact, we want qualified organizations to consider applying for all three if appropriate for your organization, so we made it possible to use the answers to questions 1A-1E for all three RFQs. If appropriate to your proposal you may also modify the answers to questions 1A-1E for each proposal.

Question 11:

When the RFQ indicates that there is an option to renew, does that mean that we could apply for multiple years of the same level of funding? How do I fill out my budget for RFQ 2?

Answer – Option to Renew

Option to renew is a mechanism that makes it possible for a contract to be amended to extend the end date within a three-year time frame, but it doesn't mean that we will be able to renew contracts. Option to renew may be offered on a case by case basis depending on performance, needs and budget towards the end of the contract, as well as the County's budget. Please fill out your RFQ 2 budget for one year with the amount you are proposing for your project.

Question 12:

When it says the funding amount for these is up to $50,000 per organization, does that mean per organization in the partnership, or per application? And do I understand up to $50k over the course of 2 years total, as opposed to per year?

Answer – Application Partnerships

See answer to question 10. The funding range given is the amount per application.

Question 13:

Given that our area is rural, older and without many services - would this qualify as an underserved population within your funding criteria?

Answer – Underserved Populations

Yes, since you mention your area includes older adults, it does meet our criteria. The County will prioritize funding for organizations that can reach and engage **one or more** of the following populations, which are currently underserved in the regional outreach ecosystem, are hard-to-reach, or are disproportionately vulnerable to climate change impacts:

- Latinx
- Farmworkers and/or outdoor workers, including day laborers
- Asian and Pacific Islander community, including Filipino community
- Black/African American community
- Immigrant and refugee communities
- Inmates and prison re-entry community
- LGBTQ+ community
- Low-income community members
- Native American people
- People experiencing homelessness or at risk of homelessness
- People with disabilities
- People with limited English proficiency
- People with limited or no access to the internet
- Older adults
- Transit-dependent populations
- Youth
- Veterans

Please note: We are looking for organizations that focus **on one or more of these groups**. If your organization does not meet all the qualifications, we still encourage you to apply.

Question 14:

Do you think one of these grants is the best fit for us?

Answer – We Can't Answer This Type of Question During the RFQ Process

Each organization must decide whether to apply for one, two or all the RFQs. There is no preference given to organizations that apply for one, two or all RFQs.

Question 15:

Can our organization get an extension?

Answer – Deadlines must be the same for everyone

We have extended the 2/9 deadlines for RFQs 1 and 3 to 2/16 for everyone. We do not expect to extend the 2/22 deadline for RFQ 2. We appreciate hearing from you about how much time to complete applications is optimal for future planning.

Program contacts: hdoress@smcgov.org and hpapendick@smcgov.org.