



# REQUEST FOR QUOTES – Q&A

## Questions and Answers for Office of Sustainability RFQs

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| <b>Solicitation Numbers</b>             | <ol style="list-style-type: none"><li>1. On-Call Support for Outreach and Project Planning RFQ #OOS-2021-001</li><li>2. Heat and Wildfire Community Preparedness Projects RFQ #OOS-2021-002</li><li>3. Resilience Planning Stakeholder and Community Engagement RFQ #OOS-2020-003</li></ol> |
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| <b>Proposal Due Date and Time</b>       | 001 and 003: 2/16/2021 5 PM PST (deadline may be extended if needed)<br><br>002: 2/22/2021 5PM PST (deadline may be extended if needed)                                                                                                                                                     |
| <b>Webinar</b>                          | Thursday 2/4/21 9:30-10:30am <a href="#">Registration Link</a>                                                                                                                                                                                                                              |

## **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:**

**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.**

No. We have updated the minimum qualifications to clarify this. We require that applicants be based in the local region, based in either one of the 9-County Bay Area counties (San Mateo County, Santa Clara County, Alameda County, Contra Costa County, Solano County, Napa County, Sonoma County, Marin County, and San Francisco County) or one of the following Counties: Santa Cruz County, Monterey County, Mendocino County, San Benito County, Sacramento County, Yolo County, Merced County, Lake County, San Joaquin County and Stanislaus County.

### **Question 2:**

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

### **Answer – Eligible Applicants and Review Criteria.**

Yes, as long as they are based in the local region as defined in the updated minimum qualifications: the organization must be based in either one of the 9-County Bay Area counties (San Mateo County, Santa Clara County, Alameda County, Contra Costa County, Solano County, Napa County, Sonoma County, Marin County, and San Francisco County) or one of the following Counties: Santa Cruz County, Monterey County, Mendocino County, San Benito County, Sacramento County, Yolo County, Merced County, Lake County, San Joaquin County and Stanislaus County. The RFQs are intended for community organizations with “demonstrated success serving community members in San Mateo County” among other criteria (see review criteria below).

### **Review Criteria (bolded sections added for emphasis)**

- Experience working with specific demographics, languages and/or cultures, and/or specific geographic areas **of the County**
- Demonstrated success working on projects **servicing 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 3:**

**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 4**

Does this RFQ require certified payroll from the recipients?

#### **Answer – Documentation Requirements**

No, the RFQ does not require certified payroll from the recipients.

### **Question 5**

If our organization is fiscally sponsored but becomes an independent nonprofit during the contract can we transfer the funding to the nonprofit?

#### **Answer – We Can't Transfer Contracts**

No, we are not able to transfer the contract.

### **Question 6**

Can our organization get an extension?

#### **Answer – Deadlines must be the same for everyone**

The language “deadline may be extended if needed” in each RFQ refers to the County’s ability to make a deadline extension for all applicants. Extensions cannot be granted to individual applicants in an RFQ process. 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.

### **Question 7**

We don't want to apply for federal funds due to the auditing requirements. Are any of the RFQ funds from federal sources?

### **Answer**

At this point, none of the RFQ projects would include federal funding. However, we can't predict the future opportunities that could take place in the two-year contract period. If you are a successful applicant for RFQ 1, for your due diligence I recommend that you confirm this when a project manager reaches out to you in case funding sources change. If your organization is not permitted to use federal funding we do not anticipate that will present an obstacle and encourage you to apply.

### **Question 8**

Can we apply for these RFQs if we currently serve or have been invited to serve on County committees?

### **Answer - County committees**

No County Committees or public service bodies are involved in the RFQ process. Participation in other activities with the County does not increase or reduce your chances in the RFQ process.

### **Question 9**

I missed the Webinar, is there a recording?

### **Answer**

Yes, a recording of the webinar is available at: <https://www.smcsustainability.org/climate-ready>.

### **Question 10**

Can we apply once as a single organization and once in a collaboration for the same RFQ?

### **Answer**

You can only apply one time to each RFQ.

### **Question 11**

Can an eligible organization apply in partnership with a non-eligible organization or subcontract to a non-eligible organization?

### **Answer**

Yes.

### **Question 12**

Are fire mitigation activities eligible for RFQ 2 projects? Does a project idea need to be on the list of sample projects?

### **Answer**

Yes, fire mitigation is eligible as well as projects addressing heat, smoke and/or power outages. No, the list of sample projects is not intended to limit the type of projects applicants may propose.

### **Question 13**

Can you provide feedback or guidance on our proposed project?

### **Answer**

No. We encourage you to be as authentic to your purpose and goals as possible in your applications.

### **Question 14**

If there is no budget required for RFQs 1 and 3 why is there a budget question on the RFQ application? "Provide the amount you are requesting: Support for Outreach and Project Planning (On-Call) Amount Requested \$ \_\_\_\_\_"?

### **Answer**

We apologize, this is an oversight. Organizations applying for RFQ 1 and 3 can either fill it out or leave it blank. It will not be considered in the review process.

## **Questions and Answers from Webinar**

Please review additional information and questions and answers from the Webinar: The Questions and Answers segment begin at 23:18 on the video:

<https://www.youtube.com/watch?v=XwJpRTDjWaM&feature=youtu.be>

Program contacts: [hdoress@smcgov.org](mailto:hdoress@smcgov.org) and [hpapendick@smcgov.org](mailto:hpapendick@smcgov.org).