

QUESTIONS AND ANSWERS Request for Proposals: Strategic Plan Services

Questions and answers are in reverse date order. This list will be updated and posted each Thursday at <https://www.first5placer.org/request-for-proposals> until November 10, 2022.

Questions as of October 12, 2022

1. We have a question of clarification re the LPC needs assessment. We understand from the RFP (page 3) the contractor will produce a needs assessment for the LPC according to the requirements of RFP Attachment 3. We assume this is a stand-alone document. Will this document serve as background for the Commission's strategic plan, for example pulling relevant information from it to highlight needs, issues and recommendations for the Early Learning and Child Care impact area, or is there an expectation that the LPC needs assessment document as a whole will be integrated into the strategic plan?

Yes, the needs assessment is a stand-alone document that needs to be completed. And, we do anticipate that it will serve as background to the Commission's Plan as it relates to Early Care and Education. This is an area which was not included in the current version of the Plan, but COVID has elevated it as a major issue of concern. Therefore, the Commission and the LPC together want to devote a portion of the plan to address strategies related to this focus area. It could be included in the Plan as an attachment, but it doesn't have to – as a whole – be integrated into the document.
2. On RFP page 5 of 8 under Application Format we are told that in “the narrative text sections (items 2 and 3)” there is a 5-page limit. Yet, farther down the page under Application Instructions, item 2 allows a 5-page limit, and item 3 (SOW) allows a 3-page limit. For the 5-page limit for “both sections,” did you perhaps mean to refer to 2.a. and 2.b. rather than items 2 and 3?

Good catch, we changed the numbering and missed that. The latter sentence is correct: 5 pages for item 2 (2a and 2b) and then another 3 pages for the Scope of Work (Item 3).
3. About how often – what percentage of the time – might we expect the Strategic Plan Committee and/or the Commission would be willing to meet in person vs. zoom? At least for retreats and planning and decision-making sessions. I'm asking because we recently completed two strategic planning contracts where everything was via zoom and we felt the process really got short-changed in terms of materials review, dialog, group discussions and synergy, etc.

Zoom is preferred for this group for quicker decisions/reports. In person is possible for some meetings if we schedule them. I can't promise last minute cancelations for some folks, but we can do a hybrid in that case.
4. In the final SP document, the contractor is to “recommend specific strategies to be *included* in an Implementation Plan.” Is the contractor to *create* the Implementation Plan as part of the final deliverable SP product, or just facilitate a process that leads to the recommendations? Additionally, do we interpret this Implementation Plan correctly as saying the Commission would not be issuing RFPs to make grants in the 4 (or more) priority areas, but will pre-select the grantees (e.g., Public Health) it will contract with for the recommended strategies?

For the last Strategic Planning Process, the priorities and strategies evolved through the process. The Commission did not release RFPs. An implementation plan was created, describing who would be funded to do what and why and at what level of funding as a result of that Planning Process. It is the Commission's intent to do that again. Given that the consultant would likely not know the community of providers and therefore unable to create an Implementation Plan, the Consultant would facilitate a process that leads to recommendations.

5. If we don't ourselves have GIS mapping experience/capability, is this a deal breaker in submitting an application? Or, if selected, would we be able to collaborate with, say, your Health Dept., and use appropriate maps they may already have or could easily create?
For the last Plan, our consultant worked with our County GIS folks who loved doing this work. Feed them data, and they generate maps. This can take some time, however; they work on these projects as they are able. The lack of GIS-Mapping capacity should not stop an agency from applying. We can have workarounds.
6. By saying that F5 Placer will administer the contract, may we assume that means there is a single source for contractor billing (since there are 2 sources of funding that will support this project)?
Yes, First 5 Placer will be the single entity for invoicing and contract administration.
7. Is it expected your current evaluation contractor will plan to submit an application for this RFP?
Our current evaluator, Harder+Company, will not be submitting an RFP. We asked them first, but they have indicated that they are under-resourced at this time. They are willing to work with the selected consultant and share data from our currently funded partners.
8. Are you able to share which firm or consultant facilitated/prepared your current strategic plan?
The initial data were collected/analyzed by Harder+Company. Then, Kathleen Shenk and her team at the Strategies Center at Youth for Change did the rest.