

ADDENDUM NO. 1 to FSI RFP 23-01

Section XI. PROPOSAL SUBMISSION, subsection C. Proposal Format, item 4 the language has been amended to RFP 23-01 to read as follows:

4. Attachment B – Project Budget and Budget Narrative

Any Contract(s) awarded will operate on a cost reimbursement Contract. Complete and submit a program budget and budget narrative for cost analysis purposes. Proposals must include a Program Budget and Budget Narrative **for each year of the contract term of the three-year contract period.**

Addendum No. 1 Q & A to RFP 23-01

	Question	Answer
	GENERAL	GENERAL
1.	Did Riverside first 5 get these funds also?	No, please refer to the Family Supports Initiative Guidebook SECTION II INTRODUCTION; Subsection B Announcement.
2.	Thank-you for this opportunity to “bend the curve of “toddler obesity” in San Bernardino. The attached abstract will outline the study related to changing the toddler’s food environment by treating the parents through affordable “pharmaceutically supported” lifestyle changes. The “register online” link was not active “for the public”. I can attend the December 18 zoom proposer’s session at 4 pm.	For all submissions, please refer to the Family Supports Initiative Guidebook SECTION I PROCUREMENT TIMELINE, Subsections A-E.

3.	Our agency did not register in time for the mandatory proposal conference for the Family Supports Initiative. Is there any way that we can still get access to the proposal conference today?	No, please refer to the Family Supports Initiative Guidebook SECTION I PROCUREMENT TIMELINE, Subsection D.
4.	Just checking to see if you received my e-mail on Friday December 18 regarding our "Parent Toddler" project? Looking forward to your thoughts	For all submissions, please refer to the Family Supports Initiative Guidebook SECTION I PROCUREMENT TIMELINE, Subsections A-E.
5.	My internet went out about 440pm and I tried to log back in. However, I don't know if the meeting is over. Can you please advise me if the meeting is over?	All registered attendees that signed into the conference chat will receive a copy of the presentation and recording of the FSI RFP 23-01 Mandatory Proposers Conference.
6.	How many awards do you anticipate being awarded?	There is no designated number of awards anticipated. The maximum amount allocated collectively for this RFP is \$4 million annually.
7.	To whom do I submit the questions?	Please refer to the Family Supports Initiative Guidebook SECTION I PROCUREMENT TIMELINE, Subsection A.
8.	What is proof of status for a 501c 3?	<p>ONLY IF APPLICABLE: Any Proposer applying as a 501c3 must provide proof of status. Any of the following is acceptable evidence of nonprofit status: (a) a reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code; (b) a copy of a currently valid IRS tax exemption certificate.</p> <p>Please refer to the Family Supports Initiative Guidebook SECTION XI PROPOSAL SUBMISSION, Subsection C Proposal Format item #14.</p>

9.	Where do we find - "Section V, Paragraph B, Item 19 - Indemnification and Insurance Requirements prior to the delivery of service."	Please refer to Family Supports Initiative Submission Guidebook Section V, paragraph B, item 19 beginning on pg. 17.
10.	Can an organization submit more than one application?	Yes
11.	Attachment C the formatting of the boxes doesn't work- will it affect our proposal if we delete them?	No, the proposal is not affected as long as the proposal abides by Family Supports Initiative Submission Guidebook Section XI Proposal Submission, subsection B #3. Be aware that the word-count restrictions on attachment C (proposal narrative) will be enforced regardless of submission format.
12.	<p>I have just attended the 4pm required meeting regarding the Family Supports Initiative and I am very unclear about it. My apologies, but is this a reimbursement for facilities that are (for example) partnering with places, such as Inland Regional? Or is it intended to reimburse us for hiring someone to come in to work with families/children?</p> <p>At my center, we refer families for evaluations, after ASQ's and ASQE's....we refer families for help with financial matters, and we work with Bridge (foster families), etc. We work with Quality Start, and we</p>	Please refer to Family Supports Initiative Overview (Exhibit A) and Family Supports Initiative Submission Guidebook, SECTION X SUBCONTRACTOR STATUS.

	<p>have access to lots of avenues to direct families in multiple areas of need, which is how I read the initiative requirements. That does not cost me anything to create a budget.</p> <p>So - is this initiative requiring us to hire a subcontractor that is capable of meeting these various needs?</p>	
13.	Will the “Nurturing Parenting Program” parenting curriculum continue to be the only curriculum you will consider funding for parent education?	No, all curricula and programs will be considered for this funding opportunity. Please refer to Family Supports Initiative Overview (Exhibit A).
14.	Is it beneficial to apply as a collaborative- or would it be better as individual CBO's?	All proposals whether collaborative or individual will be considered based on their ability to meet the needs of the Commission. See Family Supports Initiative Overview (Exhibit A).
15.	I am writing with a question regarding the Family Supports Initiative Request for Proposal (23-01). Are you only interested in funding place-based services, and is the expectation that any communications to raise family awareness of these services are expected to happen at the level of the direct service organizations? Or is there an interest or vision to fund a countywide communications campaign to amplify to families information about the recipients of this initiative and navigation of the resources they offer?	Please refer to Section IV, Program Requirements, C. Program Description (1) and (2) and refer to Family Supports Initiative Overview (Exhibit A).

16.	Attachment C: Proposal Narrative - This is not a dynamic page; do you want us to answer the questions behind this attachment referencing each question?	Please refer to Family Supports Initiative Submission Guidebook Section XI PROPOSAL SUBMISSION, Subsection A item # 3 and Subsection B item #3. Be aware that the word-count restrictions on attachment C (proposal narrative) will be enforced regardless of submission format.
17.	Can the program we are requesting funding for be a new program?	Yes, please refer to Family Supports Initiative Overview (Exhibit A).
18.	<p>I'm the Owner and the Executive Director of DMH Learning Center Inc. dba Brain Balance Center of Redlands.</p> <p>Brain Balance, headquartered in Chicago, is a registered trademarked franchise with eighty national centers.</p> <p>I purchased my Redlands franchise business license in 2017 and opened my center's doors in 2018. Because it is a Franchise all materials, program details, protocols and supports are proprietary and the Home Office will need oversight to approve any partnerships/contracts I might engage in. I am authorized to do business in the Inland Empire. Riverside and San Bernardino Counties,</p> <p>The company wholeheartedly supports our educational partnerships with schools, colleges and holistic educational/health based endeavors. i.e We are approved to accept Inland Regional Center Self Determination Funds.</p>	<p>In the Family Supports Initiative Submission Guidebook SECTION V Contract Requirements, Subsection B Contractor General Responsibilities #24 Ownership Rights it states,</p> <p>The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties <u>developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material. All such materials developed under the terms of this Contract shall acknowledge the Commission as the funding agency and Contractor as the creator of the publication.</u></p>

	<p>We are mindful never to refer to ourselves as therapy or a medical business.</p> <p>We are legally called a "supplemental educational program to help children/ adults with neurodevelopmental delays that impact their mental, behavior, academics and social well being.</p> <p>I need clarification: on page 21 of the guidelines FSI #24 Ownership Rights : What does this look like exactly?</p> <p>Brain Balance Home Office will not allow me to share the training/details of this proprietary system they have trademarked and developed.</p> <p>What I can do is 1. share the client's data, if the parent signs a waiver) 2. the details of the child's journey through the media (if the parent signs the waiver)</p> <p>We use testimonials and referrals from families to promote our center. We have a microsite webpage (see link below for reference) that is monitored by the home office.</p> <p>But does this clause in the guidelines want more than that?</p> <p>Brain Balance Corporate authorizes with pre approval all my advertising on FB, Instagram, Google, Radio, TV and local school sites. I'm easily</p>	
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	authorized and encouraged to mention my association with the community services .	
19.	Are department in San Bernardino County of Education allowed to apply since the Superintendent is on the board?	Yes.
20.	Is this for new projects only or can the grant be used to expand on the work we do already?	Yes, for both new and expanded programs.
21.	Can the work be a combination of both direct and indirect work?	All proposals whether direct or indirect will be considered based on their ability to meet the needs of the Commission. See Family Supports Initiative Overview (Exhibit A).
22.	Can the work include educating parents on Tobacco Use Prevention Education including vaping and cannabis, and mental/ behavioral health supports?	All proposals will be considered based on their ability to meet the needs of the Commission. See Family Supports Initiative Overview (Exhibit A).
23.	Can the work include educating parents and children on nutrition, gardening, and physical activities at school and home?	All proposals will be considered based on their ability to meet the needs of the Commission. See Family Supports Initiative Overview (Exhibit A).
24.	For the Family Supports Initiative RFP, I have a question regarding the following funding requirement: ● Must utilize evaluation tools approved by First 5 San Bernardino.	No, there is not a list of approved evaluation tools at this time. Contractor shall deliver performance outcomes as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by the Commission during the contract term.

	<p>Is here an approved list of approved evaluation tools or, if not, how does an agency obtain approval?</p>	
<p>25.</p>	<p>Our organization is interested in applying for the above mentioned RFP, however our Corporate/Administrative offices are located in Moreno Valley (Riverside County). Since 1984, CHSI has had an established location in Bloomington (unincorporated San Bernardino County) and has been a successful past grantee of First 5 San Bernardino on multiple projects since 2010. This location employs 21% of CHSI's total workforce of 374. The proposed project site for the application would be this Bloomington location. Given these details, do we meet the local preference policy guidelines as described in Section F of the RFP Guidebook to be eligible to apply for the grant?</p>	<p>Please refer to Family Supports Initiative Submission Guidebook, SECTION III Procurement Conditions, Subsection F Local Preference Policy.</p> <p>Local Preference Policy The County and the Commission have adopted a <u>preference</u> (not requirement) for Vendors whose principal place of business is located within the boundaries of the County. A five percent (5%) preference may be applied prior to approval of any contract, purchase or acquisition of services, equipment, goods, or supplies. For the purposes of applying the local preference policy https://wp.sbcounty.gov/wp-content/uploads/sites/3/2020/09/11-10-Local-Preference-Policy.pdf, "principal place of business" is defined as the Vendor's main office (or headquarters) or a major regional office. A "major regional office" is defined as a business location apart from the vendor's main office (or headquarters) which:</p> <ul style="list-style-type: none"> • Has been issued a business license, if required, and has been established and open for a minimum of six months prior to the date that the approval authority authorizes the circulation of any procurement, contract, agreement, or purchase order to which the Vendor responds; and

		<ul style="list-style-type: none"> • Can demonstrate on-going business activity in the field of endeavor on which the Vendor is proposing, from that office during the preceding six (6) months; and • Has a minimum of twenty-five percent (25%) of the vendor’s full-time management employees and twenty-five percent 25% of its full-time regular employees working from the San Bernardino County location(s). <p><u>The County’s Local Preference Policy means, for example, if two (2) Vendors respond to this RFP and if quality, service and ability to meet the Commission’s needs are equal, Commission staff must determine if one of the Vendors is a local Vendor. If one of the Vendors is a local vendor, and its quoted price or cost for services, equipment, goods or supplies does not exceed five percent (5%) of the other Vendor’s quoted price or cost, unless it is determined that an exemption applies, staff should recommend the local Vendor for the contract award.</u></p>
26.	The RFP requires original signatures in the application package (pg. 32). Please clarify what you mean by original signatures. Does this include scanned and/or electronic signatures? If electronic, must signatures be authenticated or password-protected?	<p>Please refer to Family Supports Initiative Submission Guidebook, SECTION XI PROPOSAL SUBMISSION, Subsection A General.</p> <p>Original signature is defined as a signature that may be scanned. Original signature is not an electronic signature. The Commission <u>will not</u> accept any password protected signatures.</p>

27.	Who is authorized to sign on behalf of the applicant organization?	Please refer to Family Supports Initiative Submission Guidebook, SECTION XI, PROPOSAL SUBMISSION, Subsection C Proposal Format item #1 Cover Letter, subitem b.
28.	We noticed the forms provided by First 5 are all in PDF format without fillable forms and that some of the fields (i.e., Attachment C – Proposal Narrative, Attachment J – Contract History) are too small to include all required information. Are we able to fill out these forms in a word document and export to PDF or must we use the templates provided? If we must use the templates provided, how do we mitigate the space issue?	Please refer to Family Supports Initiative Submission Guidebook Section XI PROPOSAL SUBMISSION, Subsection A item # 3 and Subsection B item #3. Be aware that the word-count restrictions on attachment C (proposal narrative) will be enforced regardless of submission format.
29.	Please define "Parent-Peers" (Attachment C: Proposal Narrative, #14).	Parent peer support programs can be broadly defined as programs which engage parents, as peers, to provide some form of formal or informal support to other parents who may share similar experiences.

30.	When will First 5 be releasing the Q&As on the website?	Questions posted outside of the Proposal Submission Workshop regarding the contents of this RFP must be submitted in writing on or before *December 20, 2023, 4:00 pm PST and directed to the individual listed in Section I, Paragraph B. All questions will be answered, and both the question and answer will be posted on the Commission’s Website as an addendum to this RFP.
31.	What will the monthly reports to First 5 entail and what information will be required to report out on?	Commission will specify upon contract award., Please refer to Family Supports Initiative Submission Guidebook, SECTION V CONTRACT REQUIREMENTS, Subsection C Commission Responsibilities item #3 and SECTION V CONTRACT REQUIREMENTS, Subsection B Contractor General Responsibilities item #27 Reports subitem a. and b.
32.	Will there be any additional outcome measure expectations other than what is included in the specific agency’s program proposal as an outcome measure?	Commission will specify any additional outcome measure requirements. Please refer to Family Supports Initiative Submission Guidebook, SECTION V CONTRACT REQUIREMENTS.
33.	What if any additional data collection/entry requirements will there be? Will data be tracked by First 5 in Persimmons or another database?	Commission will specify. Please refer to Family Supports Initiative Submission Guidebook, SECTION V CONTRACT REQUIREMENTS.

34.	Is there a provision in the RFP materials/forms to allow agency to hire needed staff (clinical, admin, community support) to execute the proposed program?	<p>Staffing costs are allowable costs under awarded contract terms in accordance with the approved program budget.</p> <p>Please refer to Family Supports Initiative Submission Guidebook, Section V CONTRACT REQUIREMENTS, Subsection D Fiscal Provisions, item #3 Allowable Costs and item #4 Supplantation of Funds.</p>
35.	Can you please define "Similar Contracts" in Attachment E? Do you need to know all organizations with which we do business or are you looking for other County contracts	"Similar contracts" refer to contracts that were or have been funded for "like services" that the proposers are requesting First 5 San Bernardino funding for in response to this RFP.
36.	Can this be a new project?	Yes
37.	What do you mean by original signatures? Wet, scanned, electronic?	Please refer to the answer to question #26 above.

38.	Regarding Attachment I, if we are not going to be utilizing a subcontractor should we put N/A and sign or would you like this notated another way?	Yes, N/A and a signature will suffice.
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39.	Can we include indirect costs/staff? If so, how much of the budget can be allotted to that?	Yes, see “Indirect Costs” definition in Section IV, Program Requirements, A, Definitions.
40.	Will you consider training costs (in the first year only) for programs that want to add sustainable/revenue generating programs- but cant afford the upfront cost of training?	<p>Yes, training costs are allowable costs under awarded contract terms in accordance with the approved program budget.</p> <p>Please refer to Family Supports Initiative Overview (Exhibit A) and Family Supports Initiative Submission Guidebook, SECTION V CONTRACT REQUIREMENTS, Subsection D Fiscal Provisions item #3 Allowable Costs.</p>
41.	What are the restrictions for the funds?	Please refer to Family Supports Initiative Submission Guidebook, SECTION IV PROGRAM REQUIREMENTS, Subsection C Program Description, item #3 Program Restrictions.

42.	What if a subcontractor was not put on the grant application but wants to work with us. Will there be opportunities to add additional subcontractors?	Yes, additional subcontractors may be added but the contract must adhere to the original approved budget.
43.	Can the funds be used to hire additional staff?	Please see the answer to question #34 above.
44.	Can you please clarify on the potential funding? Would it be 12 million (4million a year for 3 years)?	Yes, \$4 million per year for 3 years.
45.	The San Antonio Hospital Foundation will be applying for a Family Supports grant. Should we include the Foundation budget or Hospital budget in the application?	No, only include the budget for the proposed program.
46.	What is the maximum award amount applicants can request per year? We see that the funds available are \$4 million per year for the entire initiative but no anticipated number of awards.	Please refer to the answer to question #6 above.
47.	What is the maximum allowable administrative cost/indirect cost allocation for which we can request grant funding?	<p>Administrative and Indirect cost allocation requests will be evaluated and approved by the commission as part of the contract negotiation process.</p> <p>Please refer to Family Supports Initiative Submission Guidebook, SECTION V CONTRACT REQUIREMENTS, Subsection D Fiscal Provisions item #3 Allowable Costs.</p>

		Also refer to Family Supports Initiative Submission Guidebook, SECTION IV PROGRAM REQUIREMENTS, Subsection A. Definitions.
48.	What is the minimum/maximum amount that will be awarded to any one applicant?	Please refer to Family Supports Initiative Submission Guidebook, SECTION XII PROPOSAL EVALUATION, Subsection C Contract Award.
49.	What is the Admin allocation percentage?	Please refer to the answer to question #6 above.
50.	What Admin/Fiscal Transactional Documentation support needed for monthly invoicing?	Monthly invoicing requires back-up documentation of expenses related to the program, Please refer to Family Supports Initiative Submission Guidebook, SECTION V CONTRACT REQUIREMENTS, Subsection D Fiscal Provisions
51.	What is the admin allocation maximum percentage?	Administrative cost requests will be evaluated and approved by the commission as part of the contract negotiation process.

Any questions regarding this announcement should be directed to the attention of the following persons:

Contact Person: Iffat Quazi, Contract Analyst

E-Mail: first5sanbernardino@cfc.sbcounty.gov



All other terms and conditions of the RFP, unless otherwise noted herein or modified via addenda, remain unchanged.