**COUNTY OF ALAMEDA**

**HEALTH CARE SERVICES AGENCY (HCSA)**

QUESTIONS & ANSWERS

**to
RFP No. HCSA-900621**

**for**

**Coalitions to Expand COVID-19 Vaccine Access**

**and Support Community Resilience**

**Summary of Q&A**

**Virtual Networking/Bidders Conference held on June 9, 2021**

**Notice to Bidders**

This County of Alameda, HCSA Questions & Answers (Q&A) Document has been electronically issued to potential bidders via e-mail based on the bidders conference sign-in sheet or from other sources. This Q&A Document will also be posted on the General Services Agency (GSA) Contracting Opportunities website located at <https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp>

**Related to Virtual Bidder’s Conference**

**Q1: Will power point be available to share?**

*A1: No, the presentation from the bidder’s conference will not be posted, as all content is directly from the RFP posted online at:* [*https://gsa.acgov.org/do-business-with-us/contracting-opportunities/current-bid/?bidid=2375*](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/current-bid/?bidid=2375)*.*

**Q2: Can the signatures be electronic or are wet signatures required?**

*A2: Verified electronic or wet signatures will be accepted.*

**Q3: I work from home (contracting with AM LLC) and do not feel comfortable giving my personal address. Can I use the corporate office address?**

*A3:* *Yes; when completing the sign-in sheet for Bidder’s Conference, bidders may provide their business address.*

**Q4: Will there be opportunities for matchmaking to build coalitions from the attendees today or others who are interested?**

*A4: As per the RFP Calendar of Events, the attendee list from the Bidder’s Conference will be posted online by June 11, 2021 at* [*https://gsa.acgov.org/do-business-with-us/contracting-opportunities/current-bid/?bidid=2375*](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/current-bid/?bidid=2375)*. Bidders may utilize the attendee list for matchmaking purposes.*

**Bid Response (Application) Types**

**Q5: May a single organization submit a bid (community engagement), which includes a subcontractor?**

*A5: Yes.*

**Q6: Can an organization serve as a subcontractor for more than one Coalition?**

*A6: Yes.*

**Q7: Can a subcontractor play a role in more than one coalition?**

*A7: Yes.*

**Q8: May a single organization submit a bid (community engagement), which does not include a subcontractor, rather; includes the use of stipends to engage smaller grassroots organizations or individuals.**

*A8: Yes.*

**Q9: Can bidder apply under two categories, (be a part of two bids) as an individual and with a coalition?**

*A9: As per Addendum No. 1, organizations that submit a bid response as a Coalition lead or who are included in a bid as a Coalition member (either through the Joint Venture or Prime Bidder with proposed subcontractors mechanism), shall NOT also submit a bid response as a Single Organization (only for Community Engagement Services). If a Bidder were to submit a bid response as a Coalition lead or is included in a bid as a Coalition member (either through the Joint Venture or Prime Bidder with proposed subcontractors mechanism) and also submit a bid as a Single Organization, such a Bidder’s response as a Single Organization shall be rejected in total.*

**Q10: Can we submit as a Prime for Outreach section and also a member of a coalition/JV for outreach and site facilitation?**

*A10: See A9.*

**Q11: Can an organization serve as lead for more than one Coalition?**

*A11: As per Addendum No. 1, organizations shall only serve as a Coalition Lead in one Coalition bid response. If more than one Coalition bid response is submitted with the same organization designated as the Coalition lead, all bids received from the Coalition Lead shall be rejected in total. However, a Coalition Lead can serve as a coalition member or subcontractor in another Coalition bid response.*

**Q12: To follow up on similar questions, can an organization be lead in one coalition and a subcontractor or partner on one or more other applications?**

*A12: As per Addendum No. 1, organizations may be a part of more than one Coalition bid response (either through the Joint Venture or Prime Bidder with proposed subcontractors mechanism) as a Coalition member or subcontractor, not as a Coalition Lead. Organizations shall only serve as a Coalition Lead in one Coalition bid response. If more than one Coalition bid response is submitted with the same organization designated as the Coalition lead, all bids received from the Coalition Lead shall be rejected in total. However, a Coalition Lead can serve as a coalition member or subcontractor in another Coalition bid response.*

**Q13: Will points be deducted if there are more than six sub-contractors included in the application submission?**

*A13: As per Addendum No. 1, bid responses from Coalitions are only to include at least two and no more than six organizations as coalition members: one organization serves as the Coalition Lead (responsible for coalition governance, oversight, and administration, and subcontracting to coalition partners (if applicable)) and the other one to five organizations serve as coalition members. Other organizations may be included in the bid response as proposed subcontractors, but not as coalition members, in order to augment the work of the coalition. Bid responses from Coalitions (either as a Joint Venture, or as Prime Bidder with proposed subcontractors) that include more than six organizations as coalition members shall be rejected in total.*

**Q14: I understand that the Coalition lead needs to be a corp or LLC, etc but can be subcontractors be 501c3 orgs?**

*A15: Subcontractors can be 501(c)(3)s. Furthermore, as per Addendum No.1, the Coalition Lead must be a business entity registered with the California Secretary of State, such as a corporation, limited liability company, limited partnership, or nonprofit corporation, including without limitation a 501(c)(3).*

**Q15: Can the single applicant be a 501c3?**

*A15: The applicant for the Single Organization must be a business entity registered with the California Secretary of State, such as a corporation, limited liability company, limited partnership, or nonprofit corporation, including without limitation a 501(c)(3).*

**Q16: Can the lead be a 501c3? 501c3’s can still be incorporated in CA?**

*A16: The Coalition lead must be a business entity registered with the California Secretary of State, such as a corporation, limited liability company, limited partnership, or nonprofit corporation, including without limitation a 501(c)(3).*

**Q17: What defines a stipend vs. a subcontractor (Coalition/Prime Bidder vs. Single Org). Is it the expectation that subcontractors will have distinct deliverables?**

*A17: Stipends could be proposed within a bid response as a strategy for engaging with smaller grassroots organizations and individuals supporting the Bidder’s work or conducting community engagement activities. A subcontractor is an organization that has assigned deliverables in the scope of work agreement. Some subcontractors could be coalition members, others could provide other support services, not as a coalition member.*

**Q18: Can federally qualified health centers participate?**

*A18: See A15 and A16 above.*

**Q19: Are fiscally-sponsored organizations eligible to apply, submitting as the fiscal sponsor, registered at a 501c3 in California?**

*A19: See A15 and A16 above.*

**Scope of Work**

**Q20: What are examples other COVID related service—other than vaccination?**

*A20: Some examples of other COVID-related services include but are not limited to COVID-related outreach, testing, prevention, health promotion, linkage to resources, services and resources, case management, and community mobilization.*

**Q21: Can recovery and resilience be the focus of year 1 as well?**

*A21: Yes. However, a priority for the Health Care Services Agency is to reach and vaccinate unvaccinated Alameda County residents who are eligible to be vaccinated, with a focus on priority populations and neighborhoods/zip codes named in the RFP.*

**Q22: Is there more guidance on the term “linguistically appropriate”? What multi-lingual requirements are there?**

*A22: The County expects programs and services to be linguistically appropriate or competent. This means that services, programmatic activities, educational materials, etc., should be developed and/or delivered in the language(s) spoken by the communities for which programs or services are intended.*

**Q23: Could a submission be focused on providing training and grief and loss work related to COVID trauma or is the desired focus on getting individuals vaccinated?**

*A23: Training and grief and loss work related to COVID trauma can be included as part of the recovery and resilience activities a bidder may propose. However, a priority for the Health Care Services Agency is to reach and vaccinate unvaccinated Alameda County residents who are eligible to be vaccinated, with a focus on priority populations and neighborhoods/zip codes named in the RFP.*

**Q24: Is the main goal of community engagement to get more individuals vaccinated or can we focus or application on addressing grief and loss services associated with the pandemic, i.e. workshops and trainings?**

*A24: Yes, the main goal of community engagement to reach unvaccinated Alameda County residents eligible for vaccination. Bidders could also focus community engagement on COVID-related prevention, health promotion, and linkage to other resources and services.*

**Q25: How many sets of coalition/partnership meeting notes would meet Qualification A? If you submit a written report summarizing a body of work, what amount of detail are you looking for?**

*A25: Bidders should use their discretion when determining which materials to provide in the bid response to verify stated experience for Bidder Minimum Qualifications Item A. The materials provided must demonstrate participation in ANY partnership, network, or coalition for any duration within the last three (3) years. Incomplete bid submissions may be rejected prior to evaluation. The documents must be clearly identified within the bid response packet.*

**Q26: Can you provide acceptable examples of supplemental documents? For example, what “historical documents” would work to demonstrate a connection to the proposed service population?**

*A26: As part of the narrative response to Question 4a in the ALL BIDDERS section of Exhibit A-4, Narrative Application, Bidder MUST provide historical documents that demonstrate connection to the proposed service population to be served. As per Exhibit-4, examples include but are not limited to, mission statement, vision, website, etc. Bidders must provide the required documentation in order for their bid response to be deemed complete. Incomplete bid submissions may be rejected prior to evaluation. Historical documents must be clearly identified within the bid response packet.*

**Budget**

**Q27: Is there a max ask amount for Coalitions?**

*A27: There is no maximum amount that bidders can propose within a budget. Bidders should use their discretion to prepare budgets that are reasonable, realistic and optimal for the requested services. Budgets are one of the criteria for which each bid response will be judged. See RFP pages 9-11, Section 4: Criteria for Selection.*

**Q28: For single organizations how many awards are anticipated and can each single organization request up to $2M or is the $2M to be awarded across those who are funded in that category?**

*A28: The RFP does not specify the number of contract awards that may be awarded to single organizations to provide community engagement services. $2 million for 23 months is the maximum award amount the County will award to single organizations to provide community engagement services.*

**Q29: For the Coalition/Joint Venture award, is it $10M per or $10M total divided up to 6 awards ($1.7M per)?**

*A29: The County will award up to $10 Million in contracts to support up to 6 coalitions; this is the total amount available to award across all coalitions for 23 months. The funding award amount to each awarded Bidder will be determined by the County, based on the services provided.*

**Q30: Is indirect costs calculated by taking 10% of direct costs or 10% of our total request?**

*A30: The indirect rate is not to exceed 10% of the total budget for organizations without a federally approved indirect rate, and is not to exceed 14.9% of the total budget for organizations with a federally approved indirect rate.*

**Q31: How do you get to the GSA budget page to download a budget template?**

*A31: Please visit:* [*https://gsa.acgov.org/do-business-with-us/contracting-opportunities/current-bid/?bidid=2375*](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/current-bid/?bidid=2375)*.*