



April 26, 2018

**Addendum to**  
**Contra Costa County's 2018 Request for Qualifications:**  
**#1803-283 Capacity Building Project**

**Questions and Answers**



## Questions and Answers

1. We anticipate conducting several group workshops that will last at least 6-7 hours. We feel that it would be ideal to provide food to maximize the engagement of the participants. We also wonder if the selected contractor must supply the venue for these workshops. Can the County arrange for the food and venues?
  - a. *The County will not provide any food or beverages for any of the events related to this project, but will make deliberate effort to secure the use of no-cost facilities to meet the needs of the project. However, because we cannot guarantee the availability of such space on the date and in the location desired by any contractor, a successful bidder may choose to include a line in their budget to cover the costs for both meals/refreshments and facility rental costs. Should such a line be included, it should not be more than \$2,500 for the entire project.*
2. (reference page 3 of 30 and page 11 of 30) As all proposals must be submitted by mail, what is meant by the term 'Postmarked (...submissions)' and 'Postmarks' ... are not acceptable?
  - a. *There is no expectation that responses are delivered personally or by the use of a courier service – both are acceptable. If a courier service is used, including the U.S. Postal Service, the technical review of the response will utilize the time it was received at the address listed in the RFQ to determine if the submission was timely. There will be no consideration of any “marking” that designates when the submission was delivered to the chosen courier.*
3. (reference page 9 of 30) Does the county have a sample Capacity Development Planning Tool (or a preferred template) that it would prefer Contractors to utilize? If so, will the County make such samples or templates available to prospective Contractors?
  - a. *The County does not have a sample or preferred template for a “Capacity Development Tool” to provide as part of this RFQ process.*
4. The RFQ specifically states that it would like the bidder to prescribe an organizational self-assessment tool and then decipher a capacity plan based on the results of the tool. Is the County open to other assessment and planning techniques, or does it have to follow the RFQ description exactly?
  - a. *A successful bidder will provide a clear description of the approach to be used on this project, with methods and timeframes for activities that are appropriate given the nature and scope of services to be delivered. Furthermore they will demonstrate a sufficient level of experience and expertise concerning consulting in the areas described in the RFQ to effectively help each agency create a Capacity Building plan that will guide the work done in the rest of the project.*
5. Are the cohort members the service providers of the Reentry Network such as Men and Women of Purpose, Reach Fellowship International, Goodwill Industries of the Greater East Bay, Inc., and Rubicon Programs, Inc. or are they government departments like the



probation office, district attorney's office, police chief's association, and public defenders office?

- a. The cohort selected will not include any government agencies.