



**ADDENDUM NO. 1 to RFP 10-01**

**QUESTIONS AND ANSWERS - GENERAL**

1.	<b>Question:</b>	Should the first column of the Program Work Plan include any of the Desired Results from the Strategic Plan or just those that fall within the specific Cluster Area?
	<b>Answer:</b>	The first column should address the Desired Results identified for the specific Cluster Area for which the proposal is being submitted. Depending on the program, your plan may or may not address every result.
2.	<b>Question:</b>	Can more explanation be provided as to how to complete the Program Work Plan (Attachment A)? What information should be included for each column?
	<b>Answer:</b>	<p>The Program Work Plan is in essence an “at-a-glance” outline of what is being proposed.</p> <p><b>The Performance Target</b> is a statement made about the intended outcome of the program. What specific human gain will you seek for the participants in your program? What are the key achievements that show participant program progress in getting from a present condition or circumstance to the gained/general outcome targeted for your program? <u>If there are multiple Performance Targets proposed for your program, then multiple Work Plans should be submitted.</u></p> <p>The information in the columns should tie to the Performance Target and should link to one another within each row.</p> <p><b>Desired Results</b> should be the Desired Results identified in the specific Cluster Area that your program can address.</p> <p><b>Work Plan Area</b> describes the tasks completed or services provided by your agency.</p> <p><b>General Outcomes</b> describes the achievement/gain/change or accomplishment made.</p> <p><b>Method</b> lists the tool used to measure/verify the change.</p>
3.	<b>Question</b>	What measurement tools will be required for our program?
	<b>Answer:</b>	If any specific tools are required they will be identified in the Exhibit document for the specific Cluster for Health and Well Being, Early Care and Education and Family Support.
4.	<b>Question:</b>	Do we have to submit a Program Work Plan for each year of the contract?
	<b>Answer:</b>	No, a Program Work Plan needs to be submitted only for the first year of the contract. Subsequent Work Plans will be developed for the second and third year of the contract.
5.	<b>Question:</b>	Is it ok to have one Performance Target or are multiple Performance Targets needed?
	<b>Answer:</b>	Performance Targets captured in the Program Work Plan and are dependent upon the proposed program. Some programs may have one, others may have several. Please see the answer to question #20 for further clarification.
6.	<b>Question:</b>	Can I get a copy of a previously funded proposal?
	<b>Answer:</b>	Yes, you may contact First 5 San Bernardino at (909) 386-7706 for information on how to receive copies of prior request submissions. It is important to note that with each RFP priorities, program requirements and considerations may be different.

7.	<b>Question:</b>	Is it possible for one agency to submit more than one proposal in multiple clusters?
	<b>Answer:</b>	Yes.
8.	<b>Question:</b>	Is it possible for one agency to submit more than one proposal within a cluster?
	<b>Answer:</b>	Yes.
9.	<b>Question:</b>	Is it possible to submit a proposal for two different programs in the same strategy?
	<b>Answer:</b>	Yes.
10.	<b>Question:</b>	Item 5 on page 12 mentions Former Commission Administrative Officials, there is no one in our agency that meets this standard however someone in our office is <u>currently</u> in an “administrative” role for First 5, should we disclose that information?
	<b>Answer:</b>	Yes, please include this information in your proposal. You may submit this information in the section of your proposal where you are asked to disclose Former Commission Administrative Officials?
11.	<b>Question:</b>	On page 10 of the RFP #3 – a. Program Considerations it indicates that we will maintain facilities and equipment. Is the Commission requiring a “facility” other than our administrative operations office if the parenting program proposed is an “in-home parenting” service program where services are provided at the participant’s home to evaluate conditions, observe and coach for parenting skills in the natural in-home setting?
	<b>Answer:</b>	In this case, your facility is your administrative operations office.
12.	<b>Question:</b>	How many participants does the Commission expect to serve on average, monthly and for the first year of the contract?
	<b>Answer:</b>	There is no identified number of children the Commission expects to serve. Our goal is to fund quality programs that serve as many children 0-5 as possible.
13.	<b>Question:</b>	Is there a waiver for the insurance requirement to cover all volunteers under workers comp for agencies who utilize WEX Workers?
	<b>Answer:</b>	If WEX Workers are placed in non-county departments, they are covered under State Fund Worker’s Compensation and the cost is paid by the County. If WEX Workers are placed in a County department, they are covered under County Worker’s Compensation and the cost is paid by the County.
14.	<b>Question:</b>	During the presentation it was mentioned that we would have to maintain our records on the County’s system, what is that? For example, does the county want us to use HMIS?
	<b>Answer:</b>	During the presentation it was mentioned that for those proposals successful in receiving a contract, they would be bound to the Program Work Plan and other data collection information. That information would be housed in the Commission’s data collection database. This is a web-based system that Contractor’s are able to access and is password protected.
15.	<b>Question:</b>	Is there a limit to the number of subcontracts allowed to carry out deliverables?
	<b>Answer:</b>	No.
16.	<b>Question:</b>	Is there a minimum or maximum dollar limit?
	<b>Answer:</b>	No.
17.	<b>Question:</b>	How close does public transportation need to be to be “accessible?”
	<b>Answer:</b>	Accessible means that it is easy to get to and from your site.
18.	<b>Question:</b>	Clarify each Cluster requires separate proposals?
	<b>Answer:</b>	Agencies interested in submitting multiple proposals for multiple cluster areas must submit a separate proposal for the Health and Well Being Cluster, Family Support Cluster and Early Care and Education Cluster.
19.	<b>Question:</b>	Are we mandated to use Community Based Organizations (CBOs)?
	<b>Answer:</b>	No.
20.	<b>Question:</b>	At the State of First 5 Address this Desired Results RFP and others were also mentioned. As I understand it, this is the only CURRENT RFP that has been released. If we are funded under this RFP, can we still be funded under the others that are pending release?

	<b>Answer:</b>	Currently, the Desired Results RFP and the Combined RFP for SART with DBH are open requests. Any future funding opportunities are open to all qualified agencies, including partners of First 5, provided the proposed projects are not duplicative of currently funded projects.
21.	<b>Question:</b>	Will our proposal be judged at all based on our partners or subcontractors that are included in the proposal?
	<b>Answer:</b>	The proposal is evaluated in whole and everything is taken into account to determine whether or not the proposed project is a worthy investment.
22.	<b>Question:</b>	What is the board approval process?
	<b>Answer:</b>	This depends on your agency's approval process that will determine necessary steps you will need to take for the budget allocation plan.
23.	<b>Question:</b>	If I apply in two different clusters, one cluster relies on the other in getting funded...how do I indicate that on the application?
	<b>Answer:</b>	Desired results link to the specific clusters; outcomes should not be co-dependent on one another.
24.	<b>Question:</b>	From the time the award is given and approved, how long until my agency receives funds or can ask for the advance?
	<b>Answer:</b>	Once the Commission has approved the contract, you may submit a written request for an advancement of funds. That request should be submitted to the Staff Analyst managing your contract.
25.	<b>Question:</b>	Will today's information and Q&A sessions be posted on your website per cluster?
	<b>Answer:</b>	Yes
26.	<b>Question:</b>	Page 31 of the RFP asks for information on principal individuals. Is that everyone involved in the contract?
	<b>Answer:</b>	Yes, all pertinent individuals involved in the proposed project should be listed.
27.	<b>Question:</b>	Page 31 of the RFP asks for information relating to current contracts within 5 years. Does this include only F5SB contracts?
	<b>Answer:</b>	No, all contracts (including grants and all funding sources) related to the proposed project or similar projects for the last 5 years including F5SB contracts are required.
28.	<b>Question:</b>	What is the start date for services in these contracts?
	<b>Answer:</b>	July 1, 2010
29.	<b>Question:</b>	If two applications were submitted, is there potential that the agency could be funded under both or would only one be picked?
	<b>Answer:</b>	There is the potential that the agency could be funded under both.
30.	<b>Question:</b>	Are successful applicants going to meet with F5SB to address program implementation?
	<b>Answer:</b>	See Page 4, Section "I".
31.	<b>Question:</b>	2-1-1 United Way Registration required. Can we receive more information about what this is and the registration process?
	<b>Answer:</b>	2-1-1 is a toll-free phone number that provides information and referrals for health and social services. The web site <a href="http://www.211sb.com">www.211sb.com</a> provides information on how to add your agency to the database. This is a requirement to be fulfilled post award, not as part of your proposal. However, all health and social services agencies are encouraged to register with 2-1-1 regardless of their funding stream.
32.	<b>Question:</b>	On page 11, V. Contract Requirements, A. Contractor's Service Responsibilities, 2. "Contract shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission." Please provide information/details regarding the Commission's Principles on Equity.
	<b>Answer:</b>	The Principles of Equity are posted on our web site.

33.	<b>Question:</b>	On page 30 #4 states that the narrative needs to “include an explanation on how the Proposer will meet any Program Considerations as required”. Please provide more details/information of what are “Program Considerations”.
	<b>Answer:</b>	Please review page 10 of the RFP for Program Considerations.
34.	<b>Question:</b>	Regarding Statement of Experience requirements (RFP, pp 30-31), in a collaborative proposal, do the requirements pertain to all collaborative partners or only the lead agency?
	<b>Answer:</b>	All agencies must meet the experience requirements.
35.	<b>Question:</b>	If an agency uses parent partners as part of the procurement and evaluation process, is that sufficient to meet the requirement of inclusive governance?
	<b>Answer:</b>	No, please refer to Exhibit B, page 4.
36.	<b>Question:</b>	Are the verification tools part of the outcome measurement process? Will the Commission be providing any verification tools, or review and approve tools? Do the tools need to be presented in the proposal?
	<b>Answer:</b>	Yes, verification tools are part of the Outcome measurement process. Yes, The Commission will approve tools and provide tools as necessary. Depending on the Cluster proposed for, tools may be required to be presented as part of the proposal; please verify this in the Exhibit for the applicable Cluster.
37.	<b>Question:</b>	Can a proposer also be a subcontractor on another proposal?
	<b>Answer:</b>	Yes, as long as the proposals are not a duplication of services.
38.	<b>Question:</b>	Our agency currently holds over a dozen contracts. Is it necessary to provide all of the documentation requested on page 31 item g of the RFP for each one of these contracts? Does it need to be broken out by year for each of the past five years?
	<b>Answer:</b>	To clarify, only a list of contracts (including grants and other funding sources) similar or related to the proposed project needs to be listed in the proposal. Please list the information by year for each of the past five (5) years.
39.	<b>Question:</b>	In two clusters, you mention increasing ‘slots’ for particular services. Would you also accept proposals that increase ‘slots’ in Parenting Education programs?
	<b>Answer:</b>	The term “slots” refers to the Early Care and Education Cluster only. This term does not apply to Parenting Education.
40.	<b>Question:</b>	What specifically is the ‘Outcome measurement process’ (p.11)?
	<b>Answer:</b>	It is the First 5 internal data collection system. The successful proposers will receive training on this system.
41.	<b>Question:</b>	On P.4 of the RFP, it is stated that services to siblings not 0-5 must be incidental. Do you interpret that to mean that a child, say, in PCIT must be the 0-5 child/children, and not the older ones? How do you define ‘Incidental Service’?
	<b>Answer:</b>	0-5 are always the primary recipient of services. In cases where the services are focused on the parent, then they are included in that definition. All other family members are incidental to the primary recipient and the services they may receive are considered incidental services.
42.	<b>Question:</b>	On p. 9, the clusters indicate the initiatives are ‘Strategic and inter-related’. Does this mean that separate initiatives would not be considered? That is, do you need to have a parenting education program if your only intent is to establish a Resource Center?
	<b>Answer:</b>	No.
43.	<b>Question:</b>	Can we apply for same cluster in two regions?
	<b>Answer:</b>	Yes. If the proposed project is the same, it should be submitted as one proposal and one budget.
44.	<b>Question:</b>	Will proposers be invited in phases for implementation?
	<b>Answer:</b>	See procurement timelines on Page 2 of the RFP. Contract negotiations will occur with a contract start date, July 1, 2010.

45.	<b>Question:</b>	Will the funding for the contracts award under this RFP be affected by any State budget constraints?
	<b>Answer:</b>	Availability of funds is subject to California Children and Families Trust Fund (see Contingencies, page 3 of the RFP).
46.	<b>Question:</b>	Will you entertain proposals, which have the intent to implement in phases either by region, services provided, and/or collaborative partners? If the answer to the question above is yes, can a proposer submit a budget requesting incrementally increasing funds to match each phase implementation?
	<b>Answer:</b>	We will entertain proposals as described. However, The payment structure is a cost reimbursement contract with monthly reimbursement determined by actual expenditures. We would not amend any payment arrangements.
47.	<b>Question:</b>	Can we partner with other counties?
	<b>Answer:</b>	See Local Preference Policy form, Attachment G of the RFP
48.	<b>Question:</b>	During the proposal conference, during the combined section, attendees were informed only one proposal would be required if the proposer intended to submit a proposal with a project that blended strategies within one Cluster Area (e.g. Parenting Education and Family Resource Centers). During the break out Family Support section, attendees were informed two proposals would be required for this same proposed project. Which response is correct?
	<b>Answer:</b>	The correct answer is: One proposal would be required if the proposer intends to submit a proposal with blended strategies.
49.	<b>Question:</b>	Regarding requirements for Statement of Experience and contracts currently in effect (RFP, page 31), does this requirement mean a proposing agency must provide information regarding ALL contracts it has for all services provided during the past 5 years or just those for services proposed in that agencies proposal? <ul style="list-style-type: none"> <li>a. What is meant by “contract”? Does it include all sources of funding, including governmental allocations and grants? What about Purchase Orders?</li> <li>b. In a collaborative proposal, do the contract requirements pertain to the lead agency only, or does it pertain to all the partners?</li> </ul>
	<b>Answer:</b>	To clarify, only a list of contracts (including grants and other funding sources) <u>similar or related</u> to the proposed project needs to be listed in the proposal. Please list the information by year for each of the past five (5) years. <ul style="list-style-type: none"> <li>a. “Contracts” include all sources of funding, including governmental allocations and grants, do not include purchase orders.</li> <li>b. This requirement only pertains to the lead agency</li> </ul>
50.	<b>Question:</b>	Are collaborative partnerships considered subcontracts for the purpose of this RFP, and do they require MOUs? Under what conditions are MOUs required (e.g., if there is an exchange of funds)?
	<b>Answer:</b>	Partnerships are not considered subcontractors. An MOU (non financial or financial) is required.
51.	<b>Question:</b>	Please clarify how an agency would document a subcontractor to satisfy the requirements of the proposal documentation in cases where a subcontractor has not yet been identified.
	<b>Answer:</b>	Agencies who intend to subcontract but do not have one identified at the time of proposal submission must still complete and include Attachment E. In the RFP, item 8a. instructs to complete Attachment E; item 8b. instructs to attach a copy of the MOU –

		you must still attach a copy of the MOU your agency will use (see next question/answer for clarification on acceptable alternatives to MOUs); item 8c. notifies the Proposer that the Commission must approve the subcontractor so once a subcontractor has been identified, inform F5SB immediately. Also, see Page 13, number 6 of the RFP. Your plan on how to secure a subcontractor should also be explained in your proposal.
52.	<b>Question:</b>	If we don't have an MOU in place for our subcontractors, what is acceptable documentation in lieu of an MOU?
	<b>Answer:</b>	Acceptable documentation in lieu of an MOU can be a contract or other formalized document that outlines the service deliverables and cost associated with those deliverables and a statement of understanding that the subcontractor must adhere to the same provisions as the Contractor.
53.	<b>Question:</b>	On p.10, what is the definition of an 'at-risk population'? Is part of the Proposal demonstrating that a particular group is at risk?
	<b>Answer:</b>	On p.10, 'at-risk' populations refers to populations identified under the Health and Well Being Cluster. If you identify a population that is at risk, then you must substantiate that.
54.	<b>Question:</b>	My agency is in Riverside County, are we excluded as an agency because we are in Riverside County?
	<b>Answer:</b>	No, however funding of services provided to children 0-5 will only be for those residing in San Bernardino County.

**As a reminder, the proposal deadline has been extended and proposals are due by 4 PM, PST on Friday, February 19, 2010 to First 5 San Bernardino located at:**

**330 North D Street, 5<sup>th</sup> Floor  
San Bernardino, CA 92415**



**ADDENDUM NO. 1 to RFP 10-01**

**QUESTIONS AND ANSWERS – FISCAL**

1.	<b>Question:</b>	Are subcontractors and professional service providers considered the same? If yes, how would these individuals provide audited financials that subcontractors must submit.
	<b>Answer:</b>	<p>No, they are not the same. Professional services are independent contractors hired to perform services not related to providing direct services and do not directly impact performance targets. They are not required to provide audited financial statements. Examples of professional services are bookkeeping services, janitorial services, auditors etc.</p> <p>Subcontractors are agencies contracted to provide direct services for a portion of the proposed project. These agencies would be responsible for reporting to the primary agency that is then responsible to report to First 5.</p>
2.	<b>Question:</b>	How would we calculate FTE hours for school district employees where we classify their FTE as full-time at 6 hours a day, 181 days/1,086 per year?
	<b>Answer:</b>	FTE is calculated by dividing the total hours being budgeted for each position by the standard number of hours for full-time employees. The result is the number of FTEs for that position.
3.	<b>Question:</b>	Do we have to decrease our budget by 5% for each fiscal year as in our previous contracts?
	<b>Answer:</b>	No, you don't have to decrease your budget for each fiscal year.
4.	<b>Question:</b>	What documentation is needed in instances when they are being paid; when they are not being paid?
	<b>Answer:</b>	<p>Documents acceptable for payment are:</p> <ol style="list-style-type: none"> <li>1. Paid receipts and paid invoices. The invoice or receipt must show name, address and phone number of the company</li> <li>2. Copy of front and back of cancelled checks if applicable.</li> <li>3. Payroll summary, payroll slips. Salary rate and hours worked must be verifiable.</li> <li>4. Travel reimbursement form must show mileage, date, destination and purpose of travel.</li> <li>5. Food expenses – Attach a receipt/invoice that shows the details of what was purchased.</li> <li>6. For out of state expenses – Attach copies of receipts/invoices and approved Out of State Travel form.</li> <li>7. Purchase of Furniture and Equipment – Attach receipt/invoice. Must also attach 3 bids for purchases over \$1,000.</li> </ol> <p>Documents that may not be paid are:</p> <ol style="list-style-type: none"> <li>1. Quotes, order slips. Purchase Order, Purchase Request, Delivery Receipts</li> <li>2. Credit card statements</li> </ol>
5.	<b>Question:</b>	Is there a percentage allocation for indirect support? For program support?
	<b>Answer:</b>	No, there is no percentage allocation for Indirect Costs. The indirect cost rate included in your proposal must be board approved (by your agency's board) and

		the percentage allocated should be reasonable and necessary. Program support can also be allocated under Indirect Costs.
6.	<b>Question:</b>	Please clarify the payment provisions for fee for service and reimbursement payment. For Family Resource Center, a service is provided – we are reimbursed. For Parent Education, will we count the number of services the client receives to be reimbursed or just once if enrolled in a six week course?
	<b>Answer:</b>	Expenses will be reimbursed monthly in accordance with the Program Budget. Expenditures reimbursed should be considered both reasonable and necessary. It must be incurred only during the contract term.
7.	<b>Question:</b>	Can the budget include a line item for independent audit expenditures?
	<b>Answer:</b>	Our Budget template has a line item for Professional Services. Independent audits can be included in this line item.
8.	<b>Question:</b>	Please clarify what Supplantation is?
	<b>Answer:</b>	For clarification, please refer to the RFP on page 22, Section D #4
9.	<b>Question:</b>	Do the budgets need to be reduced each subsequent year? Can we estimate COLA, step increases, H & W increases?
	<b>Answer:</b>	No, the budget does not need to be reduced for each subsequent year. Include all expenses for the 3 year period including COLA, step increases, and benefits
10.	<b>Question:</b>	Please clarify the need to submit monthly and quarterly reports if the contract will operate on a monthly reimbursement scale?
	<b>Answer:</b>	Contractor is responsible to submit timely monthly and quarterly reports. The monthly report submitted will be reviewed and the contractor's claim will be processed for reimbursement. Quarterly reports are to be submitted in a timely manner. This report will determine the contractor's budget status as of a given date. Both monthly and quarterly reports will be used in year end fiscal site review.
11.	<b>Question:</b>	There have been multiple questions regarding the audit. The following answer clarifies the following questions: <ul style="list-style-type: none"> <li>• On Page 25, #4 of the RFP regarding Independent Audit Provisions; will an A133 form suffice?</li> <li>• Which organization is required to supply audit financial information?</li> <li>• Do we need an independent audit?</li> <li>• Please clarify what is acceptable documentation to satisfy the audit requirements requested as part of the proposal package?</li> <li>• Does a non-profit or government agency need a single audit?</li> <li>• Does a for profit need an audit?</li> </ul>
	<b>Answer:</b>	<ul style="list-style-type: none"> <li>• A non-profit or governmental agency that expends \$500,000 or more in a fiscal year in Federal Awards shall have a single or program specific audit conducted for the fiscal year in accordance with OMB Circular A-133.</li> <li>• First 5 will accept unaudited financial statements from an entity that is not required to conduct a single or program specific audit. For example, for a for profit entity or a non-profit entity that did not expend more than \$500,000 in Federal Awards can submit unaudited financial statements.</li> <li>• A privately owned for-profit entity such as a partnership, closely held corporation, sole proprietor, etc. is not required to conduct an audit of the financial statements. Therefore, unaudited financial statements submitted by the indicated entities will be accepted in place of audited financial statements.</li> <li>• Audited or unaudited financial statements will be accepted; however, 990 or other tax related documents will not be accepted. First 5 requires 3 years of audited or unaudited financial statements, with the most recent being no older than 18 months.</li> </ul>

12.	<b>Question:</b>	For monthly reimbursements, how long will it take until a payment is made after the invoice is submitted?
	<b>Answer:</b>	30 days or less.
13.	<b>Question:</b>	Are specific descriptive narratives required for each fiscal year, and for each line?
	<b>Answer:</b>	Yes. This will determine if the costs are reasonable and necessary to the program and will also help determine if the costs are being designated to budget line items appropriately.
14.	<b>Question:</b>	Where is the budget narrative on the spreadsheet?
	<b>Answer:</b>	It is included in the RFP 10-01, Attachment B.
15.	<b>Question:</b>	Please provide an example of an FTE?
	<b>Answer:</b>	FTE is calculated by dividing the total hours being budgeted for each position by standard number of hours for full-time employees. The result is the number of FTEs for that position. Example: an agency has 8 case workers scheduled to work the following hours: 3 case workers will work 40 hrs/wk or 2,080 hrs/yr = 6,240 hrs 2 case workers will work 30 hrs/wk or 1,560 hrs/yr = 3,120 hrs 1 case worker will work 20 hrs/wk or 1,040 hrs/yr = 1,040 hrs 2 case workers will work 5 hrs/wk or 260 hrs/yr =520 hrs Total hours=10,920 divided by 2,080 = 5.25 FTE. Although the agency has 8 individuals working as case workers, the full time equivalent of those is 5.25
16.	<b>Question:</b>	For monthly reimbursements, do we submit all receipts with an invoice?
	<b>Answer:</b>	Yes. Further explanation will be provided at the Orientation to successful proposers.
17.	<b>Question:</b>	If a position funded by Federal Stimulus funds will end this summer, may we approach First 5 to fund the position or is that considered Supplantation?
	<b>Answer:</b>	Yes, it could be funded. Please see our website for the First 5 Supplantation Policy.
18.	<b>Question:</b>	When submitting “three annual audited financial statements” for a school district, is the cover letter from the annual business audit sufficient? If so, are we providing two letters to cover the past 18 months?
	<b>Answer:</b>	A cover letter must be submitted with each audited financial statement.
19.	<b>Question:</b>	Are cities and other public agencies exempt from the requirement to submit audited financials?
	<b>Answer:</b>	No, they still need to submit audited financial statements.
20.	<b>Question:</b>	The budget template does not allow me to change the fiscal year to reflect the appropriate years, can the document be unprotected or can we write the correct fiscal year for each budget period?
	<b>Answer:</b>	That has been corrected. Please refer to our web page for the template.
21.	<b>Question:</b>	Clarify indirect costs on budget form.
	<b>Answer:</b>	Indirect costs are expenditures for common and joint objectives that cannot be readily identified with a particular final cost objective. The contractor should provide an approved cost allocation plan or an assignment of an indirect cost rate as determined by the governing body of your agency.
22.	<b>Question:</b>	Can we get more detailed budget examples?
	<b>Answer:</b>	Yes, please check our website as we have provided budget examples.
23.	<b>Question:</b>	Does the budget format allow for additional line items?
	<b>Answer:</b>	Please call our fiscal office if you need additional lines.
24.	<b>Question:</b>	Are there any items that should be excluded from indirect costs?
	<b>Answer:</b>	Items outside of the approved Indirect allocation plan

25.	<b>Question:</b>	On page 19 of the RFP, item 9. a. asks to “submit three annual audited financial statements.....not more than 18 months old.” Is the proposer being asked to submit 3 copies of their most recent audited financial statements OR are proposers being asked to submit audited financial statements from the past 3 years?
	<b>Answer:</b>	Agency to submit audited financial statements for the past 3 years that are not more than 18 months old.
27.	<b>Question:</b>	Are in-kind support services considered subcontractors?
	<b>Answer:</b>	No, they would be considered a professional service
28.	<b>Question:</b>	How do we estimate the anticipated cost per participant?
	<b>Answer:</b>	Overall costs divided by number served
29.	<b>Question:</b>	Please clarify the language of “fee for service/cost reimbursement contract”. Will it be a fee for service contract or a cost reimbursement contract? If fee for service, how will it be billed (i.e. by the minute, by the service provided, by the activity, etc.)?
	<b>Answer:</b>	This is a cost reimbursement contract. Further billing information is located on page 22 of the RFP, Section D.
30.	<b>Question:</b>	In an existing parenting education program, would demonstrating the proposer intends to increase the number of service hours, contacts and/or unique individuals served currently, and that these newly served individuals were part of the 0-5 target, be sufficient to indicate funding was not supplanted? Would adding a new series of classes that target the parents of 0-5 children, while maintaining current funding levels for the other Parenting classes, avoid any supplanting issues?
	<b>Answer:</b>	Expansion of an existing program is not supplantation. The First 5 Supplantation Policy is posted on our web site.
31.	<b>Question:</b>	Parenting classes often mix the age groups parents represent. Is it allowable to provide a parenting class that caters to parents with various aged children that blend funding: that is, some parents are marked as being funded by First 5 and some are funded from other funding streams?
	<b>Answer:</b>	Yes, however First 5 funding can only fund programs for children 0-5.
32.	<b>Question:</b>	At what age does reimbursable support for a child age 5 or a parent/caretaker of that child? Does it continue until the child turns 6 (day of birthday, or end of month)? Does it continue until the service is complete regardless of the age of the child (e.g. service ends when child is 6 ½)? Does it matter if the parent/caretaker or child is making progress or not?
	<b>Answer:</b>	First 5 funds for children through their 5 <sup>th</sup> year and ends when the child turns 6.
33.	<b>Question:</b>	With regards to the Resource Center, would the Commission accept the additional ability to broker and procure services and establish purchase orders through a pool of money set for flexible funding intended to meet the varying needs of the target population? c. Would you insist on clearly defined parameters for such flexible funding if allowed? d. What kinds of parameters, for example?
	<b>Answer:</b>	This is a cost reimbursement contract only.
34.	<b>Question:</b>	Can staff development funds be used to train subcontractor staff (for example, for certification on a particular evidence based program)?
	<b>Answer:</b>	The budget must include the cost under subcontractor line items.

35.	<b>Question:</b>	Are there any particular OMB circulars proposers need to be mindful of? A-133 was mentioned at the conference.
	<b>Answer:</b>	Please refer to page 8-9 of the RFP for a listing of all reference documents.
36.	<b>Question:</b>	When other funding is listed, is my proposal strengthened?
	<b>Answer:</b>	Refer to Page 33, Section B2.
37.	<b>Question:</b>	Is this RFP allowing us to acquire property?
	<b>Answer:</b>	First 5 is not investing in capital investments. Buying property is a capital investment.
38.	<b>Question:</b>	Can we rent property with these funds?
	<b>Answer:</b>	The appropriate percentage allocated in your budget for expenses such as rent, utilities, and other program operation related expenses are allowed.
39.	<b>Question:</b>	Based on page 24 of the RFP, if we purchase a dental chair for instance over \$1000.00 for each is this saying that it would automatically be considered county property?
	<b>Answer:</b>	Yes.
40.	<b>Question:</b>	What is First 5 desired method/equation for calculating anticipated cost per participant?
	<b>Answer:</b>	We have not identified method; however, you may take the total cost budgeted and divided by the total # of participants you plan to serve.
41.	<b>Question:</b>	Is renovating an existing space (minor) considered a capitol expense?
	<b>Answer:</b>	Yes. First 5 does not fund capitol improvements of any facility and/or structure.

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San Bernardino, CA 92415**

**ADDENDUM NO. 1 to RFP 10-01**

**QUESTIONS AND ANSWERS – EARLY CARE & EDUCATION**

55.	<b>Question:</b>	Can a center or family child care provider working on a quality improvement plan include a request for funds for subsidized slots in a proposal?
	<b>Answer:</b>	Yes.
56.	<b>Question:</b>	Under the work force development, quality improvement increased the number of informed parents. Can you define what is meant by “informed parents”? a. Is that what the standards are for teaching staff or childcare staff? b. How are they able to recognize a good program?
	<b>Answer:</b>	That is part of our evaluation efforts. What we hope to do is through a program, once a child is placed and there is a participating parent, the parent will be required to complete a parent survey. From the survey, questions specifically to the services that they've received will inform us of not only their knowledge of quality standards but hopefully of the program and their level of knowledge will help us identify what we can further educate them on. a. For parents, the standards that would be applicable are such as health & safety, evidence of an improve curriculum and so on. b. In terms of the parent survey it will ask very specific questions for example, “how do you feel your child has received quality through teacher interaction/communication?” It could be conferencing, addressing the special needs that have been identified, participating in workshops that the program has offered, etc. Those types of examples will lead a parent indicating to us whether or not they've been informed about the resources that this particular program has provided.
57.	<b>Question</b>	Regarding informed parents, how is that different from parenting, any concepts about increasing parent's knowledge and skills, how is that different from parenting education?
	<b>Answer:</b>	When we talk about informed parents and educating parents in Early Care & Education (ECE) we're specifically looking for high quality standards so it may involve discipline and various topics/issues that are important to educating the parents about. We are specifically more programmatic in that the parents need to know what's being offered at a program. At a center, you need to know that the center has qualified staff and that they're trained in various topics to handle program related issues for the kids in their program. It's a lot more geared towards early childhood education than towards parenting. Also, regarding the Parent Education strategy in the Family Support cluster, those efforts are geared toward structured parent education which usually involves a curriculum and is offered in a series of sessions.
58.	<b>Question:</b>	If you have a child care center in a different county and we are expanding into San Bernardino County, can we still apply for the grant even though we don't have a facility in San Bernardino County yet? We're not looking for capital funds.
	<b>Answer:</b>	Yes. However, centers must be licensed in San Bernardino County and priority will be given to existing programs located within the County.
59.	<b>Question:</b>	Would this money help cover if we wanted to add a daycare center within our program .... kind of like a separate but addition to our program ?

	<b>Answer:</b>	We ask that you're in an established program first. In the future, if you receive additional children or slots, that could be something that could be considered. The criteria is that you are an established center base program, and the additional funding will help to improve upon what you have currently
60.	<b>Question:</b>	My agency provides in home educational & therapy services to special needs children & I don't see in-home there's center base and there's family base which I am assuming is a providers home but we actually go into the families home so do we qualify as early education or do we qualify as family support?
	<b>Answer:</b>	Your program appears to be a center-based program because you have an established program
61.	<b>Question:</b>	"You must demonstrate participation in a staff-study process, in "a" staff-study process or one specifically defined by First 5", meaning if we go thru accreditation processes as a center those kinds of things or is this a different thing?
	<b>Answer:</b>	F5SB plans to utilize a uniformed standardized self assessment study so that we can have uniformity across the board. We currently have a self study set of questions that will be applicable for center-base as well as home-based programs
62.	<b>Question:</b>	Quality improvement activity. The quality standards overview, so would you access the center then make recommendations? Are we part of that process in these different trainings? Are they going to be required trainings or based on what's found?
	<b>Answer:</b>	We're going to post it and you will be apart of the process
63.	<b>Question:</b>	Accreditation, does that mean we have to get that accreditation?
	<b>Answer:</b>	No, the goal is to get you to those high quality standards
64.	<b>Question:</b>	If we are an established center and we are looking at this RFP and we want to increase the numbers of spots for your desired demographic, which is 0-5, specifically special needs, so we're looking at writing in the RFP such as we're looking for the money to subsidize these?
	<b>Answer:</b>	Yes
65.	<b>Question:</b>	If we've been doing this for 3 years but we're opening a new preschool facility are we able to apply at that site even though we don't have the 3 years in business?
	<b>Answer:</b>	Your proposal must be site specific. So if you're an established organization and you have a brand new site where you have not implemented the programs long enough or had your staff in place long enough, the program will likely not qualify.
66.	<b>Question:</b>	Could I apply under a non-profit that I'm associated with and could I partner with that agency for the experience for the 3 years or do I have to apply under the agency name that I am the director of and would they be awarded the grants?
	<b>Answer:</b>	Both scenarios would work, provided that the non-profit and the agency meet the minimum qualifications outlined in the RFP. Minimum requirements applicable to agency status cannot be met with an individual's qualifications.
67.	<b>Question:</b>	If we're in LA county but expanding to SB County and want to open a center in SB county, are we able to apply for First 5?
	<b>Answer:</b>	Your proposal must be site specific. So if you're an established organization and you have a brand new site where you have not implemented the programs long enough or had your staff in place long enough, the program will likely not qualify.
68.	<b>Question:</b>	Are you posting general questions on the website or cluster specific?
	<b>Answer:</b>	Both.
69.	<b>Question:</b>	I want to improve my family childcare center which is in my home because I am full and do not have enough room. Should I submit a proposal?
	<b>Answer:</b>	We will not pay for any capital improvements (i.e., remodeling or room expansions).
70.	<b>Question:</b>	Clarification of new facilities, are you coming under a new license?
	<b>Answer:</b>	Whether or not you are established would be dependent on whether or not you are looking at a new license or if you're able to operate your facility under the same license with additional slots. It's a licensing issue.

71.	<b>Question:</b>	One of our programs is a state preschool and School Readiness is not included, are we still able to apply? Is it going to be somewhere else or is it gone from state preschools?
	<b>Answer:</b>	Because school readiness dollars currently are attached to First 5 CA's match they have not determined whether they are going to continue to support the School Readiness program. It is currently set for 2011.
72.	<b>Question:</b>	If you're a current program, can you apply for the funding?
	<b>Answer:</b>	You can and are welcome to apply if the services are not duplicative of what you are already serving. If you apply for additional dollars for something that you are already being funded for then the answer is no, you may not apply; if it is a program separate from the one that you currently receive funding for, then yes, you may apply.
73.	<b>Question:</b>	Duplicative" meaning??
	<b>Answer:</b>	Funding the same type of services. If you are ending a contract with us then you are certainly welcome to apply for additional funding because you are no longer providing that same level of services.
74.	<b>Question:</b>	When we're putting together our documentation for the RFP, which bullet points am I selecting?
	<b>Answer:</b>	Whichever ones you think would be the most beneficial for your program
75.	<b>Question:</b>	If you are merging with an already established childcare facility, can you still qualify?
	<b>Answer:</b>	Yes, if they meet the RFP requirements. They would have to be the lead agency and you would have to be the sub-contractor
76.	<b>Question:</b>	How do I provide training components if you have to have a minimum of 10 children at your site (center-based)?
	<b>Answer:</b>	In the future we will be seeking trainers and those that will provide the actual trainings. We do not currently provide for training programs
77.	<b>Question:</b>	We are having problems with filling our slots, would this money help to fill them?
	<b>Answer:</b>	Yes. What you would be required to do is participate in not only the assessment process but also in the trainings and eventually once the level of quality standards are obvious in your program(s) then the hope is to get additional slots subsidized for your particular center.
78.	<b>Question:</b>	Is there a particular target population to be served or eligibility criteria for services provided?
	<b>Answer:</b>	We invest in programs that serve all children 0 – 5
79.	<b>Question:</b>	What are the requirements for the instructors for the programs?
	<b>Answer:</b>	We want them to have at least 6 units of Early Care & Education
80.	<b>Question:</b>	With negotiations in previously funded years, negotiations included working with us on those particular work plan, those targets, is that also part of the negotiations process?
	<b>Answer:</b>	Yes
81.	<b>Question:</b>	Does each desired result area translate into a work plan or is it much more general?
	<b>Answer:</b>	We will let you decide what is best for your program but ideally it would be a good idea to hit on all of the outcomes, the desired results.
82.	<b>Question:</b>	How important is the requirement to print this proposal on recycled paper?
	<b>Answer:</b>	You do not need to put this RFP proposal on recycled paper what the RFP is stating is that we encourage and would like for programs to utilize recycled paper products in your program(s)
83.	<b>Question:</b>	Will there be a pre-assessment of your facility as far as the quality, the materials and things like that prior to awarding the grant?
	<b>Answer:</b>	Yes, if you are recommended for a contract, a site visit will be conducted.
84.	<b>Question:</b>	Will the assessment be based on quality?
	<b>Answer:</b>	Yes, that is one of the tools we will be using
85.	<b>Question:</b>	Do you need to be a center-based or family care provider who can increase space?
	<b>Answer:</b>	Yes
86.	<b>Question:</b>	What is meant by 10 children? At a time or 10 children in the contract?

	<b>Answer:</b>	A minimum of 10 children 0-5 in your center per contract year throughout the contract term.
87.	<b>Question:</b>	Can it be minimum license capacity?
	<b>Answer:</b>	Yes, but it must be children 0-5. Must be in good standing with the Community Care License, the director should have the appropriate permits, education, and certification. Staff must participate and show a commitment to First 5 San Bernardino by attending all trainings and workshops provided through out the year.
88.	<b>Question:</b>	I'm not familiar with NAEYC (National Association for the Education of Young Children)
	<b>Answer:</b>	We recommend visiting their website: <a href="http://www.naeyc.org">www.naeyc.org</a>
89.	<b>Question:</b>	In the RFP under ECE it talks about capacity building for providers, our agency goes into preschools and trains teachers; do we fit in this cluster?
	<b>Answer:</b>	Training is not a strategy included in this RFP however, there will be future opportunities for training efforts.
90.	<b>Question:</b>	Is Accreditation needed prior to application?
	<b>Answer:</b>	No it's part of the quality improvement.
91.	<b>Question:</b>	Should the center be Corp. or Sole Proprietor?
	<b>Answer:</b>	Either one is acceptable.
92.	<b>Question:</b>	Can you represent both Corp. and one Sole Proprietor?
	<b>Answer:</b>	You should only represent one agency at a time
93.	<b>Question:</b>	Does First 5 have any plans to put out general provider capacity training or perhaps another RFP around building capacity that does limit us to who ever the contractors are?
	<b>Answer:</b>	Yes
94.	<b>Question:</b>	Are there plans for an RFP for Special Needs?
	<b>Answer:</b>	Yes
95.	<b>Question:</b>	Concerning enrollment is it about increasing capacity or is it about space?
	<b>Answer:</b>	We are interested in increasing capacity by improving the quality of care. First 5 does not fund capital improvements/investments.
96.	<b>Question:</b>	How do we develop a quality improvement plan?
	<b>Answer:</b>	This is something that will be discussed during contract negotiations.

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**ADDENDUM NO. 1 to RFP 10-01**

**QUESTIONS AND ANSWERS – FAMILY SUPPORT**

97.	<b>Question:</b>	Can you clarify what is meant by Inclusive Governments as referred to in Exhibit B, page 4?
	<b>Answer:</b>	The correct term is Inclusive Governance and the definition and key elements of the term are provided, along with footnotes, on page 4 of Exhibit B.
98.	<b>Question:</b>	Can you clarify if we are required to have structured child care during every parenting class?
	<b>Answer:</b>	It is not required, however, if you are proposing to provide such a component please refer to the Priority/Recommended Components section of Exhibit B (Family Support Cluster) on pages 3 - 4
99.	<b>Question:</b>	My agency has a continuum of care and we want to propose under Family Support but to do both we actually have three different, separate programs that in order to do all three we will be able to cover parenting skills as well as basic needs because we have transitional shelter and permanent housing for large families so we want to offer the parenting classes for them as well as we have an emergency walk in center for basic need items so we send our clients to that third program for basic need items and that is also available for the community so would I have to write two separate applications for doing that since it is technically three separate programs doing two parts of the strategy or can I just write one application to cover all three of the components of the programs?
	<b>Answer:</b>	The Family Support Cluster includes Strategies for Family Resource Centers and Parent Education. If your programs are separate than separate proposals are required. If your program has blended services then it would require only one proposal.
100.	<b>Question:</b>	If we will be partnering with a Resource Center but we are not part of that resource center, but rather a partner with them to provide parent education classes would we need a letter of support, an MOU or what would you need as evidence that we will be making a commitment to serve at the Resource Center? We are an independent non profit agency and the Resource Center is a community partner. In moving forward with this proposal, if I were to list that resource center amongst other locations in the county where we will be serving the parents will we need a letter from the Resource Center because we are not part of the resource center but we use their services. Nothing formal just some sort of letter?
	<b>Answer:</b>	The link or partnership must be demonstrated in your proposal. You must determine the appropriate vehicle for meeting the requirement.
101.	<b>Question:</b>	What our agency has been doing is evidence based. Evidence based is according to the institute of medicine which First 5 is using the terms, “universal” and “selective”. So, the question is that if we have been doing case management for ten years that is science based are you opposed to science based approaches? What you are asking for is evidenced based. Those are two different definitions. Would the science based approach be accepted by First 5?
	<b>Answer:</b>	Please refer to the Definitions on page 5 of the RFP. Per our definition, evidence based refers to the use of research and scientific studies as a base for determining best practices, so science based model/approaches will be expected.

102.	<b>Question:</b>	It is ok to have a home grown cases management model as opposed to having one you've pulled off the shelf somewhere. Whose evidence-base? Our evidence-base?
	<b>Answer:</b>	Evidence-based is defined in the Family Support Exhibit B and in the Definitions on page 5 of the RFP.
103.	<b>Question:</b>	If we list the components of what our case management process is, is that going to meet your definition of "structured case management?"
	<b>Answer:</b>	It may, but a determination cannot be made until your proposal is reviewed.
104.	<b>Question:</b>	What distinguishes the need to separate the strategies of FRC and PE? Our services overlap but we have been operating separately on our contracts so what is going to distinguish that separation of projects when everything within a family resource center is kind of enclosed across those boundaries. Are we speaking about the milestone objective or are we speaking about the services? In reading the RFP it appeared that because Family Resource Center and Parent Education is in one cluster that we could write them collectively.
	<b>Answer:</b>	What can separate the services is dependent upon what is being proposed. There may be agencies that are only interested in providing parent education and may submit a proposal to provide services for that strategy. Agencies that have a program with blended services across both strategies could submit one proposal.
105.	<b>Question:</b>	If those milestones are within the strategy to reach the overall goal, let's say in Resource Centers, we have case management, resource and referral linkages. So technically they are two different strategies but because they are part of the services within the resource Center we can combine them as separate milestones?
	<b>Answer:</b>	It is all part of resource center, albeit referral and linkage or case management.
106.	<b>Question:</b>	In the RFP it identifies the desired results model much like our current milestones and performance targets so we can still operate under the same formula? Correct? In other words we have more than one performance target strategy?
	<b>Answer:</b>	Yes.
107.	<b>Question:</b>	Under the parent education demonstrate the way in which you help families meet basic needs? Can you be more specific about the ability and how we are going to demonstrate the families inability to meet basic needs?
	<b>Answer:</b>	Tell us what your plan is to assist those families that you may serve and come across in your program that are unable to meet their basic needs. Basic Needs is defined on page 5 of the RFP.
108.	<b>Question:</b>	Looking at the Direct Result Area number 3, Can you qualify or apply in one area or all areas?
	<b>Answer:</b>	Agencies can submit multiple proposals.
109.	<b>Question:</b>	Are there any services that will be declined?
	<b>Answer:</b>	Services that do not align with the RFP will not be accepted.
110.	<b>Question:</b>	When we review the RFP, Do we include only the services we provide?
	<b>Answer:</b>	You should include all of the services that are relevant to your response to the proposal. Other services may be listed at your discretion.
111.	<b>Question:</b>	How are we sure we are proposing for the right cluster?
	<b>Answer:</b>	Please review the RFP including all Exhibits and attachments. There are three Cluster areas; Health and Well Being, Family Support and Early Care and Education. This information will help you align your program to the appropriate Cluster area.
112.	<b>Question:</b>	If we are submitting a proposal for the Resource Center Strategy, may we also include providing health education and car seat safety?
	<b>Answer:</b>	Yes.
113.	<b>Question:</b>	Resource Center has been defined on page 7 of the RFP, however, please clarify the expectation for "an appropriate period of time." Is there a minimum or maximum time required?

	<b>Answer:</b>	An appropriate period of time means the amount of time necessary and appropriate to meet the goal.
114.	<b>Question:</b>	Do we have to be part of a resource center to provide parent education? What if we are in an institutional/correctional facility?
	<b>Answer:</b>	Interested and qualified organizations may apply to provide parent education not associated with an FRC.
115.	<b>Question:</b>	Can the FRC be a decentralized family resource network? For example, can we offer the services from multiple locations in a region? Does there need to be one physical location or can it be coordinated through one central agency and facilitated through a network of providers and sites?
	<b>Answer:</b>	Please refer to the Definitions for Resource Center on page 9 of the RFP. Proposals for Family Resource Centers may subcontract services that may be offered at a different location.

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**ADDENDUM NO. 1 to RFP 10-01**

**QUESTIONS AND ANSWERS – HEALTH AND WELL BEING**

116.	<b>Question:</b>	Under our current grant we serve as a Resource Center and our Sub-Contractor fall under Health and Well Being, can this be one grant?
	<b>Answer:</b>	If the program you are submitting a proposal for has a primary function of providing resources i.e. a Resource Center then that is what you would request the funding for under the Family Support Cluster area. A Sub-Contractor always falls under the main program and funding stream that they are providing the service for. This is considered ONE program. If you have a Resource Center that is providing Health Services we would review your proposal in depth and if it is a sound program we would have further discussions during the due diligence and contract negotiation process to determine if the cost and direct services associated with your Resource Center program under your sub-contractor makes sense and is a good use of the funds allocated.
117.	<b>Question:</b>	We want to expand to provide direct service and provide basic needs in our Resource Center but this falls under Health Cluster would this be 2 applications?
	<b>Answer:</b>	Please review Exhibits B Family Support and Exhibit C Health and Well-Being “Funding Requirements and Expectations”, you must determine within your agency if your primary direct services fall in line with the expectations for that particular cluster area. If your primary direct service program addresses more than one strategy and you would like to request funding for two separate programs, <u>not two separate services</u> then you would submit 2 proposals.
118.	<b>Question</b>	Can an agency write for Direct Services for the SART program that are not covered by EPSDT under the Health and Well Being cluster?
	<b>Answer:</b>	No, SART services are being funded in partnership with the Department of Behavioral Health through a separate RFP. Please see the combined SART RFP for requirements located on our website: <a href="http://www.first5sanbernardino.org">www.first5sanbernardino.org</a>
119.	<b>Question:</b>	We have existing funds available through contracts with the Department of Behavioral Health (not SART) via EPSDT that I would like to draw on. However, it requires a leveraging process such as a certified agency like First 5 to “put up a match.” Can the Desired results RFP be utilized for this purpose? For example, to expand our Parent Education to the 0-5 population for special needs kids as a part of an existing system of care.
	<b>Answer:</b>	A sole request for a local match to draw down funds would not be considered for the Direct Services RFP. First 5 <i>would</i> consider a proposal that requested an investment for services not otherwise billable through EPSDT (Medical-Please see our payer of last resort clause in the RFP). We also would take into consideration our supplantation policy and adhere.
120.	<b>Question:</b>	We are interested in adding a second phase to our perinatal services program that provides more substance abuse-relapse prevention treatment along with parenting education for after they have given birth. Does this qualify under the Health and Well Being Cluster?
	<b>Answer:</b>	Yes.
121.	<b>Question:</b>	Will those services be “In-Home” or will families come to our facility, or both? We will provide services in the client’s (family’s) home, whatever the service will be.

	<b>Answer:</b>	All direct services provided by a selected agency can and will be determined by the agency. First 5 does not determine how, when, and what kind of direct services applicants provide. If the direct services the agency provides is clearly depicted in the proposal and worthy of investment First 5 will consider the request.
122.	<b>Question:</b>	Our program is between the Health and Wellbeing Cluster and the Family Support Cluster in that we are Desired Result Area3: Families are safe, healthy, nurturing, and self sustaining. We provide life skills and self sufficiency skills with emphasis on fitness and nutrition services for at-risk families. Where would we appropriately fit?
	<b>Answer:</b>	Your primary services fall under the Family Support Cluster area. Many of these programs have portions that address health needs. This does not mean that your program does not meet the minimum requirements for our Health and Wellbeing Cluster area. You are welcome to submit two separate proposals if your program meets the minimum requirements for individual cluster areas. Please review the funding requirements and expectations for each exhibit (Family Support & Health & Wellbeing).
123.	<b>Question:</b>	Our program does a lot of things (dental screenings, parent education, we pay for dental treatment, dentist recruitment, and case management), Do we need to submit a proposal for each of the different things we do?
	<b>Answer:</b>	All the services that you provide fall under your primary direct service program which is Oral Health. This is considered one program, one proposal.
124.	<b>Question:</b>	We provide in-home infant therapy to children 0-3/5. What Cluster do we fall under?
	<b>Answer:</b>	Please review the Desired Results RFP and Exhibits A-C Funding Requirements and Expectations.
125.	<b>Question:</b>	We are currently funded from our First 5 for our Asthma Home Visitation Program and the Physician Asthma Care Education program. I have a question whether the PACE program fits under the Health and Wellbeing Cluster area?
	<b>Answer:</b>	Please review the Desired Results RFP and Exhibits C Funding Requirements and Expectations as well as Key Terms and Definitions.
126.	<b>Question:</b>	Under our current grant we serve as a Resource Center and our Sub-Contractor fall under Health and Well Being, can this be one grant?
	<b>Answer:</b>	If the program you are submitting a proposal for has a primary function of providing resources i.e. a Resource Center then that is what you would request the funding for under the Family Support Cluster area. A Sub-Contractor always falls under the main program and funding stream that they are providing the service for. This is considered ONE program. If you have a Resource Center that is providing Health Services we would review your proposal in depth and if it is a sound program we would have further discussions during the due diligence and contract negotiation process to determine if the cost and direct services associated with your Resource Center program under your sub-contractor makes sense and is a good use of the funds allocated.
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130.	<b>Question:</b>	Will those services be “In-Home” or will families come to our facility, or both? We will provide services in the client’s (family’s) home, whatever the service will be.
	<b>Answer:</b>	All direct services provided by a selected agency can and will be determined by the agency. First 5 is not responsible to determine how, when, and what kind of direct services applicants provide. If the direct services the agency provides is clearly depicted in the proposal and worthy of investment First 5 will consider the request.
131.	<b>Question:</b>	Will First 5 accept science-based models of practice in addition to evidence-based models?
	<b>Answer:</b>	Please refer to Definitions on page 5 of the RFP. Per our definition, evidence based refers to the use of research and scientific studies as a base for determining best practices, so science based model/approaches will be expected.
132.	<b>Question:</b>	Sub-Contractor Information: We have dental providers that do the actual dental work but we do not consider them Sub-Contractors. They do the work, and we pay them at our rate and the child is kept as a patient of record in their office. Would they be considered a Sub-Contractor?
	<b>Answer:</b>	If the First 5 award is used to pay for those services then you would list them as a Sub-Contractor and list their services on your budget/budget justification as well as attach an MOU or contract for services.
133.	<b>Question:</b>	Does this Cluster address programs for special needs children?
	<b>Answer:</b>	Yes
134.	<b>Question:</b>	We provide home visits and provider education, would these activities meet the criteria under this Cluster Area?
	<b>Answer:</b>	These are two components addressed in case management and care coordination which are both addressed under this cluster area. Exhibit C discusses the difference between the two. Please read Exhibit C page 7- 8.
135.	<b>Question:</b>	Can we have a mix of case management and care coordination?
	<b>Answer:</b>	Yes.
136.	<b>Question:</b>	Can we apply for 2 strategies in 2 separate proposals?
	<b>Answer:</b>	Yes.
137.	<b>Question:</b>	How do you define high priority communities?
	<b>Answer:</b>	First 5 does not provide a definition for high priority communities. We are looking for proposals that can identify existing barriers to underserved communities and your plan to address such needs in your proposal.
138.	<b>Question:</b>	Re: terms and definitions: insurance enrollment, primary care. If we fund both do we address them separately?
	<b>Answer:</b>	Include together.
139.	<b>Question:</b>	Acute Care and Speciality Care: is that defined and is there a difference?
	<b>Answer:</b>	Yes, the definitions are defined by the American Dental Association (ADA). Acute care references the urgency or emergency of the needed care and Speciality Care could reference the difference in pediatric or pregnancy related services. For more specifics, please refer to the American Dental Association.

140.	<b>Question:</b>	Clarify Care coordination. Does that include hygienists in the home, developmentally disabled children screening and prevention?
	<b>Answer:</b>	Exhibit C outlines duties of the Care Coordinator. The Care Coordinator would manage that piece. Using your example, that would be allowed.
141.	<b>Question:</b>	Dental services: we recognize our program is perinatal. Would we have 2 strategies if we provided oral health education/services to pregnant women?
	<b>Answer:</b>	These are 2 separate programs.
142.	<b>Question:</b>	DBH has decreased funding and slots for my program. The County (DBH) pays for 24 but I am licensed to serve 52; would First 5 fund the difference?
	<b>Answer:</b>	This situation could potentially violate our Supplantation Policy. However, we evaluate proposals on a case-by-case basis to determine whether Supplantation is at issue..
143.	<b>Question:</b>	Collaboration: Who is in this room that we could collaborate with? Will we have a list posted?
	<b>Answer:</b>	A listing of possible collaboration partners is available on our web site <a href="http://www.first5sanbernardino.org">www.first5sanbernardino.org</a>
144.	<b>Question:</b>	Supplantation. What is it?
	<b>Answer:</b>	We will post the policy on our web site <a href="http://www.first5sanbernardino.org">www.first5sanbernardino.org</a>
145.	<b>Question:</b>	Smoking Cessation. A woman is pregnant and smoking and doing perinatal substance abuse treatment. Would she be qualified for perinatal treatment and smoking cessation?
	<b>Answer:</b>	The smoking cessation program would have to target pregnant women to qualify as a First 5 funded program. Otherwise, only the perinatal program would meet funding requirements.
146.	<b>Question:</b>	Can we provide perinatal health services and not substance abuse treatment?
	<b>Answer:</b>	Yes. They can be two separate programs.
147.	<b>Question:</b>	The program start at birth and addresses tobacco use relapse.
	<b>Answer:</b>	That falls under health education, not Health and Wellbeing.
148.	<b>Question:</b>	On Exhibit C page 2 it says we must collaborate with a Resource Center, who are they?
	<b>Answer:</b>	You can find a list of current partners that are Resource Centers on the F5SB website. You can include non First 5 family resource centers. We encourage partnerships and collaborations and they are not limited.
149.	<b>Question:</b>	All services for the pregnancy so when they give birth, no part of postpartum services are included in this?
	<b>Answer:</b>	Yes, this cluster covers services only during pregnancy. We would consider funding a tracking and/or follow up portion to your goals and plan 3-6 months out, especially if it is a Relapse Prevention Program.
150.	<b>Question:</b>	Re: relapse. If a woman in a Residential Treatment Program gives birth in the middle of treatment, how do you fund that?
	<b>Answer:</b>	You could build a tracking component into your program to follow up with that woman 3-6 months out.
151.	<b>Question:</b>	There use to be the concept of systems improving systems. I don't hear that language anymore.
	<b>Answer:</b>	Systems Integration will be addressed in a separate RFP. Please stay abreast of all up coming First 5 funding opportunities. This information can be found on our website <a href="http://www.first5sanbernardino.org">www.first5sanbernardino.org</a>
152.	<b>Question:</b>	The title says health care and insurance is there a Direct Service opportunity in the area?
	<b>Answer:</b>	There are direct services in this RFP cluster area. We want to make sure that we make health care services available to those who would not otherwise qualify. We would "gap fill" for those direct services.
153.	<b>Question:</b>	We are looking to help parents with their insurance co-pays. Can we do that?

	<b>Answer:</b>	Yes
154.	<b>Question:</b>	Based on the Governor's proposals and budget, if programs are cut, how will that affect our accountability for this contract?
	<b>Answer:</b>	You are still contractually bound to produce outcomes until the end of contract period.
155.	<b>Question:</b>	In the contract language is there a contingency plan to allow us not to meet our goals if the budget is cut statewide?
	<b>Answer:</b>	If the cuts affect your performance targets, First 5 will work review your program to determine whether a viable program remains to meet the needs identified in your contract scope of work.
156.	<b>Question:</b>	Define community; how small would you consider geographically?
	<b>Answer:</b>	The term "community" is not defined. You must identify the "community" you serve in your proposal.
157.	<b>Question:</b>	Regarding the terms and definitions: insurance enrollment, primary care. If we fund both may we address them together?
	<b>Answer:</b>	You may include them together.
158.	<b>Question:</b>	We would like to enhance services to include treatment for pregnant women, these services would include a specialized program focusing on birth, infant and child development along with our other substance abuse services. If we had a pregnant woman in a program funded through another source, would we be supplanting funds if she participated in a First 5 funded program?
	<b>Answer:</b>	No. Supplantation does not refer to your program participants.
159.	<b>Question:</b>	Re: terms and definitions: insurance enrollment, primary care. If we fund both may we address them together?
	<b>Answer:</b>	You may include them together.
160.	<b>Question:</b>	May we propose to expand limited dental services to treat pregnant women?
	<b>Answer:</b>	Yes.
161.	<b>Question:</b>	Will First 5 pay for direct primary care services (cost of visit) for uninsured children?
	<b>Answer:</b>	First 5 will consider paying for "gap fill" services taking into consideration our supplantation policy.
162.	<b>Question:</b>	If you are doing one proposal that crosses multiple strategies, how do we handle anticipated cost per service area? Do we make separate budgets under the same proposal?
	<b>Answer:</b>	If you have <i>one</i> program that has several <u>services</u> across separate strategies under <i>one</i> cluster area i.e. Health and Well Being that would be considered one proposal. If you have <i>separate</i> programs under <i>one</i> cluster i.e. Health and Well Being that cross several strategies that should be <i>more than one</i> proposal.
163.	<b>Question:</b>	Can you clarify what type of activities will be funded under the Oral Health Initiative (Dentist Recruitment, and Retention) component?
	<b>Answer:</b>	Please review the Desired Results RFP Exhibit C.
164.	<b>Question:</b>	Can you clarify whether providing general prenatal care to pregnant women and substance abuse care are two different strategies?
	<b>Answer:</b>	Yes they are two different strategies under one cluster area, Health and Well Being.

**As a reminder, the proposal deadline has been extended and proposals are due by 4 PM on Friday, February 19, 2010 to First 5 San Bernardino located at:**

**330 North D Street, 5<sup>th</sup> Floor  
San Bernardino, CA 92415**