

FREQUENTLY ASKED QUESTIONS (FAQS)

For

**CERT / LISTOS Target County Support RFP  
RFA# EP18-005**

Updated May 2, 2019

State of California



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Sacramento, CA 95814

1. Q – On page 8, the instructions for Section I. Project Design end with the sentence, “Please address the following items in your response.” However, nothing is listed after that sentence, and the problem is repeated in Section II. Qualifications, which also ends, “Please address the following items in your response: followed by nothing.

A – The following clarification applies to the RFP section “Proposal Narrative Instructions” portion of the RFP on page 8. See the below edits to the text. For all criteria related to this RFP, please refer to the “Selection Process” portion of this RFP (page 9). The RFP will be reviewed based on these criteria.”

**PROPOSAL NARRATIVE INSTRUCTIONS** [up to 15 double-spaced pages-12pt font]

**I. Project Design / Approach (45%):**

Provide the California Volunteers application review panel with a project plan that demonstrates a well thought out strategy (what will be done and how) to produce the required deliverables. **Please address the following items in your response.**

**II. Qualifications (30%)**

Clearly describe staff qualifications and expertise in this type of project. Include previous experience with volunteer programs as well as work in the disaster field and other knowledge and experience specifically related to the core competencies needed to complete this project. **Please address the following items in your response:**

2. Q – Please clarify the type of materials you are looking for as work samples (e.g. brochures, press releases, grant proposals, videos, etc.)?

A – Please show your previous work and communication on projects relating to CERT and LISTOS. Workshop agendas, informational emails, printed materials, guidance documents, etc. would qualify.

3. Q – On page 8, under the heading “Completing and Submitting the Application,” the instructions say that “resumes, samples of work, and letters of support are the only exceptions” to the formatting requirements. However, this is the only place in the RFP where resumes and letters of support are mentioned. Whose resumes do you want? Who do you want letters of support from?

A – In regards to who the letters of support should be from, these will be from the county and local government, as well as existing CERT and LISTOS programs to show previous partnership regarding CERT and LISTOS programs. Resumes should be from the key members of your organization working on this project.

4. Q – On page 2, the Table of Contents, there are several Exhibits listed, but none of them are included in the RFP and are not on the RFP website.

A – Exhibits 1-4 will be posted under the “Apply” tab on this grant shortly. Exhibits A-F are included within the RFP document and Exhibit G is the “Budget Template” document included as a supplemental document with this RFP.

5. Q – On page 12 of the RFP, there is a table titled Department Contact. Is this something you want us to fill out and submit? There are no instructions provided.

A – Please fill in the contact information under Grantee, including organization (grantee), name of representative, phone number, email. This information should also be filled in under the “Direct all inquiries to” portion related to the potential grantee.

6. Q – Can we apply for multiple counties in one RFA?

A – Each application should be for a specific target county. If you want to apply for multiple counties please submit an application for each county.