

Census 2020 Community Outreach & Support
RFP#: OCA1001

Applicant Information Conference
Questions and Answers
Wednesday, July 24, 2019, 9:30 am – 11:00 am

TIPS FOR SUBMITTING APPLICATIONS

- Thoroughly review the RFP and attachments and enclosures.
- The RFP Funding Application must be completed as part of your proposal submission (Appendix 2).
- Please review the Evaluation Criteria beginning on Page 16 and note that evaluation sections are weighted.
- If this is an applicant's first time using the Public Purchase website to submit a proposal, we recommend becoming familiar with the site and process prior to the submission deadline, and allowing additional time for electronic submission to ensure that the submission is completed by the deadline of 1:00 pm, Pacific Time on Wednesday, August 7, 2019.
- The submission should include (see Application Checklist – Appendix 2) the RFP funding application, proposal, and any exhibits, charts, or other attachments, as one electronic document (PDF or Microsoft Word document) per the instructions on the Public Purchase website.

Questions and Answers are provided on the following pages



Questions and Answers	
Questions	Answers from the San Mateo County Office of Community Affairs/ SMC Census 2020 Team
Can companies from outside the U.S. can apply for this? (i.e. from India or Canada)	There is no requirement that a company be headquartered in the United States to apply, but please review RFP Section IV.1 carefully to confirm that your proposal meets the minimum qualifications.
Do we need to come over there for meetings?	As stated in the minimum qualifications, the successful proposer must be located in San Mateo County and/or serve County residents. Further, to provide the services requested by this RFP, the successful proposer will need to be physically present in San Mateo County.
Can we perform the tasks (related to RFP) outside USA? (i.e. from India or Canada?)	Please refer to RFP Section II.3. The requested services involve the provision of in-person outreach and support in San Mateo County. The tasks cannot be performed outside the United States.
How long will it take for an account to get activated on Public Purchase?	Public Purchase answered this question: "The activation process can take up to 24 hours. It depends on the amount of pending accounts to get activated and the information related to each account. Also, they can come to Public Purchase and request a speed up for this process which in many cases can be immediately." Yes, you can use the same account.
Can we use the same Public Purchase account if we were previously registered?	Yes.
Can we submit the proposals via email?	You may only submit proposals via Public Purchase.
What if you are interested in being an organization doing the work, but not necessarily being a lead?	The RFP is specifically seeking CAT Leads, a CAT Coordinator, and QAC contractors. We suggest you search out partnerships with others who may take the CAT Lead role for the regions you serve.
What if there are not many partnership opportunities in our region, for example, region 7? What are the thresholds for required partnerships?	There is no threshold. Each region is unique, some may have many potential partners and others only a few. Ideally, CATs will include key community partners needed to effectively reach Hart to Count / Least Likely to Respond (HTC/LLTR) residents.
Do we have to submit a separate application for each category we would like to be considered for?	Yes. See RFP instructions. You need a separate application for each category.
Is a full application required for each category?	Yes. Each contract category has a different scope of work, milestones, and deliverables.

<p>Do we have to submit a separate application for each region we intend to serve?</p>	<p>No. The RFP will ask you to clarify information for regions you intend to serve. Separate application forms are required for each contract category (CAT Lead, CAT Coordinator, QAC) but within each contract category multiple regions can be chosen. There are items in the application form that may require responses by CAT region.</p>
<p>What is the average award contract? Although Region 7 may not have a large population, they may require a bigger level of effort based upon challenges.</p>	<p>The average award limit has not been determined, as applicants may propose to lead one or more CATs throughout the county, as well as a QAC. Additionally, as you note, each region varies by population and demographics, so the evaluation criteria will take this into account.</p>
<p>How is the work covered by this RFP different than what is already being done by Silicon Valley Community Foundation (SVCF) and United Way?</p>	<p>The scope of work is different, and we have coordinated our efforts with these two organizations.</p> <p>SVCF and United Way’s RFP periods are now closed. Our efforts will be specifically for San Mateo County.</p> <p>Your application may state if you applied for these other RFPs but it will not affect your likelihood of receiving a grant.</p>
<p>Where is the money for this RFP coming from?</p>	<p>The County of San Mateo is funding the contracts.</p>
<p>What evaluation tools will be provided by the SMC Census Team?</p>	<p>The SMC Census Team will provide electronic reporting tools to track and monitor required metrics for each contract category as well as training on use of these tools.</p>
<p>What are the language requirements for QACs (Questionnaire Assistance Centers)?</p>	<p>As stated on Page 8 of the RFP, all QACs will provide support in English, Spanish, and Chinese (spoken Mandarin and Cantonese) as well as other languages based on needs in the area. Applicants should indicate proposed language access support to be provided.</p>
<p>Are the high-tech companies, like Google, Facebook, or Oracle, being approached to provide mobile devices, or spaces for access or assistance?</p>	<p>We are working with the state of California Census office, which has indicated that they want to work with these types of companies directly. However, the County continues to consider the best way to coordinate with these local companies. Other organizations may provide access sites, such as</p>

	local libraries.
What category would Thrive Alliance be on Public Purchase?	The Business Type would be “NFP - Not for Profit”
Will there be a media guide?	<p>Yes. We will have a communication plan (social media, pledges, handouts, etc.) which will be shared with the awardee. A messaging guide already exists and can be accessed on our website: https://cmo.smcgov.org/what-you-need-know-about-census</p> <p>A helpful video on the importance on Census is on our website. Please share it to help motivate our communities! https://youtu.be/pl4RO5EisCU</p>
If applicants have further questions, can we contact you?	The question period has closed. All questions must have been submitted through Public Purchase.
Appendix 2 – Application in pdf form is difficult to use.	We have posted Appendix 2 as a Microsoft Word document.