

Network for a Healthy California
CalFresh Community Outreach Initiative (CCOI)
Request for Application 13-CCOI
Voluntary Pre-Application Teleconference Script

April 16, 2012 at 1:30 pm

[Teleconference Dial-In Information: (866) 767-0723; access code 2183351#]

INTRODUCTION – Barbara Steinberg

Good morning. My name is **Barbara Steinberg** I am an **Associate Health Program Advisor** with the *Network for a Healthy California's* CalFresh Outreach Program, and I'd like to welcome you today to the *Network's* Voluntary Pre-Application Teleconference for the Request for Application (RFA) 13—CalFresh Community Outreach Initiative (CCOI). This RFA will identify partners to participate in the multi-year CalFresh Outreach Plan funded by the United States Department of Agriculture (USDA) through an interagency agreement with California Department of Social Services (CDSS). If you have called into this teleconference by mistake expecting to receive information on a solicitation other than RFA 13-CCOI, please hang up now as only information pertaining to this RFA will be discussed during this call. ***This call is being recorded. If you have any objections, you may disconnect at this time.***

The goals of the *Network's* CalFresh outreach funding are two-fold: The first goal is to increase participation in the CalFresh Program among an estimated one million non-participating but qualified California households through partnerships with community-based organizations. The second goal is to identify community-based organizations to participate in the Federal Fiscal Year (FFY) 2013 and FFY 2014 CalFresh Plan and to secure required documents from each agency so that the *Network* is able to develop and submit the Access Improvement Plan (AIP) within timelines set by CDSS and USDA.

During this teleconference, we will review our responses to your questions, and accept any clarifying questions if time permits. If CDPH is unable to respond to all inquiries received before and/or during the teleconference, CDPH will provide written answers shortly thereafter. CDPH reserves the right to determine which inquiries will be answered during the teleconference and which will be answered later in writing. We have allotted approximately two hours for the Question and Answer Session.

I would like to introduce the staff present with me at today's teleconference. Here with me is Rosanne Stephenson, Chief, Program Development Section with the Network; Pam Delapa, Health Program Specialist I; Shelly Martin, Associate

Governmental Program Analyst; and Alicia Aguilar, Assistant to Rosanne Stephenson.

At this time we would request that you identify yourself and the potential prime contractor that you are resending so that a sign-in sheet can be generated for the teleconference. In addition, if you have not already done so, please provide us with your email address as soon as possible. Please email Alicia Aguilar at Alicia.Aguilar@cdph.ca.gov. This will allow us to email to you the Questions and Answers discussed at this teleconference and any Addendums resulting from your inquiries.

A document providing responses to applicant questions/inquiries received as part of this teleconference will be posted on the *Network* website on or before **Friday, April 20, 2012** (www.NetworkforaHealthyCalifornia.net/outreach). It is the responsibility of the potential applicants to check the website frequently to keep updated regarding this RFA.

Notwithstanding the initial question submission deadline, CDPH will accept questions or inquiries about RFA errors or irregularities if such inquiries are received prior to the **April 30, 2012** application submission deadline.

The Request for Application can be found at the *Network's* website located at www.NetworkforaHealthyCalifornia.net/outreach

Important RFA Dates to Remember

- **Mandatory Non-binding Letter of Qualification and Intent Due:**
April 23, 2012 by 4:00 p.m.

Prospective applicants that intend to submit an application are **required** to indicate their intention to submit an application by submission of the Letter of Qualification and Intent. Failure to submit the mandatory Letter of Qualification and Intent will result in rejection of an application. The mandatory Letter of Qualification is not binding, and prospective applicants are not required to submit an application.

Since the letter of intent is mandatory and non-binding, it is critical that your agency submit this letter before or on the due date. Regardless of delivery method, the Letter of Qualification and Intent must be received by **April 23, 2012 by 4:00 p.m.** Refer to **Attachment 10** for the Letter of Qualification and Intent for this purpose.

- **Application Submission Due Date: April 30, 2012 by 4:00 p.m.** Applications received after 4:00 p.m. will be rejected.

Please see page 21 of the RFA for specific Application Submission instructions. Please note that one (1) original and five (5) hard copies of the application and an electronic copy of the application on CD-ROM must be mailed to the following address:

Application RFA 13-CCOI
California Department of Public Health
Network for a Healthy California
Attention: Alicia Aguilar
1616 Capitol Avenue, Suite 74.516, MS 7204
P.O. Box 997377
Sacramento, CA 95899-7377

Please note that the fastest method of delivery would be overnight mail. If you choose to send by overnight mail, please send to:

Application RFA 13-CCOI
California Department of Public Health
Network for a Healthy California
Attention: Alicia Aguilar
1616 Capitol Avenue, Suite 74.516, MS 7204
Sacramento, CA 95814

Please be sure to include the Suite number and MS (Mail Stop) number as this identifies our location in the Agency. If you don't include this, it may delay delivery of your proposal.

- **Notice of Intent to Award Posted: May 21, 2012**
- **Dispute Deadline: May 29, 2012 by 4:00 p.m.**

QUESTIONS & ANSWERS – Pam Delapa

We will move along to our Question and Answer session. Please allow us to read through the entire set of Questions and Answers that we have received to date before you ask additional questions. Chances are that we will address your questions further in the session. If we are unable to respond to all inquiries received before and/or during the teleconference, we will provide written answers

shortly thereafter. CDPH reserves the right to determine which inquiries will be answered during the teleconference and which will be answered later in writing. All Questions and Responses submitted as part of this teleconference will be posted on the *Network* website at www.NetworkforaHealthyCalifornia.net/Outreach on **April 20, 2012**.

For each question we will identify if it's Services & Definition, Scope of Work, or Budget and the location in the RFA of language in the question. If the language is not included in the RFA, the question will be indicated as N/A. We will then read the question followed by the response.

[SEE BELOW FOR RFA QUESTIONS & RESPONSES]

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	Location in RFA	Question	Response
1	N/A	<p><u>CAFB</u>: It would be really helpful for us to get the contract number we would be assigned if ours is successful before we send the templates out to our subs tomorrow. Is this possible?</p>	<p>It is not the typical practice to request and receive contract numbers from the CDPH Contract Management Unit until after an award is made in response to applications received during the RFA process. As part of the application process, applicants are asked to refer to the RFA number and to complete the “Official Name of Applicant Agency” on all documents (including the budgets and SOW), but leave the contract number as “TBD”. The “Official Name of Subcontracting Agency” is to be used when listing the subcontractor information.</p>
2	N/A/Budget	<p><u>CAFB</u>: I’m wondering if it’s necessary for us to submit two separate State and Federal Share budget justification sheets for all of our subcontractor agencies this year as the RFA describes. As you know, our budgets in the past have consisted of one combined State and Federal Share budget justification sheet while the cover sheet splits the budget justification in to State and Federal Share. This saves us a lot of time because we aren’t having to develop two almost identical BJ sheets for each of our agencies (with the difference being that the State Share sheet shows 2/3 of the total BJ costs and the Federal Share sheet shows 1/3 of the total BJ costs). We can easily provide two separate State and Federal Share cover sheets rather than a combined State and Federal cover sheet if that would make any difference.</p>	<p>Although in previous years the CalFresh Outreach budgets were automatically split in a 2/3 State Share and 1/3 Federal Share fashion for all line items (including subcontractor costs), this RFA allows for agency flexibility in determining how the budgets will be aligned both for the prime agency and subcontractors if they are utilized. Because of this flexibility, instructions in this RFA state that applicants must complete separate State and Federal Share budget justification sheets in order to show how they have chosen to document and budget for the CalFresh Outreach activities. Agencies still have the option to budget subcontractor costs at the 2/3 State Share and 1/3 Federal Share manner but it is not mandatory that they do so.</p>

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3	Budget RFA Attachment 7b - Applicant Federal Share BJ (Year 1 and 2) AND Attachment 8b - Sub Federal Share BJ (Year 1 and 2)	<p><u>INFO LINE of San Diego County (211 San Diego):</u> Attachment 8B, Sub Federal Share Budget Justification (Year 1 and 2), Row 70 “Subcontracts” See that “Subcontracts cannot exceed 25% of the total federal share budget” yet this statement does not occur on Attachment 8A (Subcontractor State Share Budget Justification) nor on Attachments 7A or 7B (Applicant State and Federal Share Budget Justifications)</p> <p style="text-align: center;">ALSO</p> <p><u>Catholic Charities:</u> Budget Justification tabs, Line 70, says in this budget template (but not the templates for Attachments 8a, 7a, or 7b,) that subcontracts are limited to 25 percent. Please clarify whether this is a typo.</p> <p style="text-align: center;">ALSO</p> <p><u>CAFB:</u> Page 12 of the RFA (section f.5.b) says, “the Applicant and Subcontractor Budget Justification Templates are exactly the same, with the exception of the header.” But, Attachment 8b (row 70) restricts subcontractors’ subcontractors to 25 percent of the individual subcontractor’s budget; this restriction is not present in Attachments 7a, 7b, or 8a. Please clarify whether Attachment 8b contains a typo on row 70.</p>	<p><u>[Same Response to All Questions: Budget Justification Tabs—Line 70]</u> Language included under Row 70 “Subcontracts” of template Attachments 7B (both budget years) and 8B (both budget years) was included in error and is to be disregarded as current RFA instructions do not restrict the Subcontracts line item from exceeding 25% of the total federal share budget. [Row 70 “Subcontracts” Language to disregard is as follows: “Subcontracts cannot exceed 25% of the total federal share budget”]</p> <p><u>Note: Attachments 7b and 8b will be revised to reflect this change and will be posted on the Network website on or before Friday, April 20, 2012 as part of Addendum No. 1—RFA 13-CCOI. (www.NetworkforaHealthyCalifornia.net/outreach)</u></p>

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4	<p>Budget RFA Attachment 6 - Certification Checklist</p> <p>AND</p> <p>RFA Page 1, Section A.2. Background vs. RFA Page 8, Section 2.H. Qualification Requirements (last paragraph)</p>	<p><u>Network Clarification</u>: The minimum Total CalFresh Outreach budget indicated in the Certification Checklist under Qualification Requirements—Row 7 is different than the budget information stated on Page 2 of the RFA Cover Letter (Item III. Mandatory Non-Binding LOQU) and RFA Page 2, item 2. Background (last paragraph). Please clarify.</p> <p style="text-align: center;">ALSO</p> <p><u>UFWF</u>: On page 1, under Section A.2 Background, it states that the “Network will reimburse the awarding applicant a total of 75 percent of the State Share they contribute”, followed by an example to support that ratio. However, on page 8 under Section 2.H Qualification Requirements, the numbers provided by the note as it relates to the “total CalFresh budget” shows a reimbursement ratio of 60%. Could you provide clarification on the reimbursement rate? What would be matching ratio? Last contract split the budget 1/3 Federal Share and 2/3 State Share.</p> <p style="text-align: center;">ALSO</p> <p><u>UFWF</u>: Additionally, continuing on page 2 it mentions that, “all prospective applicants must provide a minimum total CalFresh budget of \$525,000 annually.” On page 8 under Section 2.H Qualification Requirements, it states, “minimum total CalFresh budget of \$480,000 annually.” Could you provide clarification on the</p>	<p><u>[Same Response to All Questions: Minimum Total CalFresh Outreach Budget]</u></p> <p>The budget information included in RFA Attachment 6— Certification Checklist is incorrect and inconsistent with language included in the RFA on this subject. The previous budget information included in the Certification Checklist under Qualification Requirements—Row 7 should be revised as follows to be consistent with the RFA Cover Letter and RFA Page 2, item 2. Background (last paragraph):</p> <p style="padding-left: 40px;">“My firm has a minimum total CalFresh Outreach budget of \$480,000 \$525,000 annually (\geq\$300,000 of non-federal State Share and \geq\$180,000 \$225,000 of proposed Federal Share)”.</p> <p>In addition to the location indicated above, the minimum Total CalFresh budget required under this RFA is also incorrectly written at the bottom of RFA page 8 and should also be revised as follows to be consistent with the RFA Cover Letter and RFA Page 2, item 2. Background (last paragraph):</p> <p style="padding-left: 40px;">“Note: All applicants must provide a minimum total CalFresh Outreach budget of \$480,000 \$525,000 annually ($>$\$300,000 of non-federal State Share and $>$\$180,000 \$225,000 of proposed Federal Share), as identified in Section A.2 of this RFA”.</p>

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		<p>minimum budget? Under Section 2.C it states that “if full funding does not become available through Federal and State resources, is reduced, or CDPH determines that it does not need all the services described in this RFA; CDPH reserves the right to offer an amended contract for reduced services. Does this mean that the requirement for a minimum budget can be amended to a lower amount? Considering the minimum budget requirements, could State Share come from multiple sources? Or is it restricted to only one source of matching?</p> <p style="text-align: center;">ALSO</p> <p><u>CVHN</u>: RFA Section 2 (Background), page 2 states: “In this procurement all prospective applicants must provide a minimum total CalFresh budget of \$525,000 annually (≥\$300,000 non-federal State Share and ≥\$225,000 in proposed Federal Share.) “ However on page 8 of the RFA and the Certification Checklist it says, “All applicants must provide a minimum total CalFresh budget of \$480,000 annually and “my firm has a minimum total CalFresh Outreach Budget of \$480,000 annually.</p> <p style="text-align: center;">ALSO</p>	<p>Note: RFA Page 8 and RFA Attachment 6— “Required Attachment/Certification Checklist” will both be revised to reflect this change and will be posted on the Network website on or before Friday, April 20, 2012 as part of Addendum No. 1—RFA 13-CCOI. www.NetworkforaHealthyCalifornia.net/outreach</p> <p>The correct Federal Share match ratio for this RFA is 75% for prime agency—not 60%. We are asking for separate State Share and Federal Share budgets as part of this solicitation so there isn’t an automatic “split budget” as in past solicitations. We are hopeful that agencies will fairly reimburse their subcontractors but are not prescribing a required reimbursement ratio to contributory agencies.</p> <p>Minimum budget requirements will not be amended. State Share can come from multiple sources.</p>

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		<p><u>CAFB</u>: Page 1 of the RFA states that 75 percent of the State Share amount will be reimbursed, supported by the example on page 2. Page 8 and the Certification Checklist (Attachment 6) provide a lower minimum CalFresh budget amount, as well as a lower reimbursement percentage (60 percent). Please clarify.</p>	
5	Budget	<p><u>City and County of San Francisco DPH</u>: Is there a limit on the amount requested for this proposal?</p>	<p>As indicated above as well as in the RFA, all applicants must provide a <u>minimum total CalFresh Outreach budget</u> of \$525,000 annually ($\geq$\$300,000 of non-federal State Share and \geq\$225,000 of proposed Federal Share).</p> <p>The policy surrounding growth for the CalFresh Outreach contracts is within CDSS authority, and is not determined by CDPH. To date, CDPH is unaware of any policy of a no-growth or limited growth policy for FFY 2013. State Share will continue to be required for CalFresh Outreach contracts, and the final Federal Share award will be based on the applicant's ability to generate and document the local State Share. As such, <u>there is no reference to a maximum award amount</u> in this RFA.</p>
6	Budget N/A	<p><u>Network Clarification</u>: Growth Cap on Future CalFresh Outreach Contracts</p>	<p>The policy surrounding growth for the CalFresh Outreach contracts is within CDSS authority, and is not determined by CDPH. To date, CDPH is unaware of any policy of a no-growth or limited growth policy for FFY 2013. State Share will continue to be required for CalFresh Outreach contracts, and the final Federal Share award will be based on the applicant's ability to generate and document the local State Share. As such, there is no reference to a maximum award amount in this RFA.</p>

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7	Services & Definitions RFA Cover Letter and RFA Page 1, item A.1, paragraph 2 (last sentence)	<u>Local Health Department Not Identified:</u> The RFA letter states: This procurement is open to all nonprofit organizations, State or public universities and other governmental entities that currently provide CalFresh Outreach using non-federal funds. Are local public health departments eligible to apply?	As stated in this paragraph, this procurement is open to all nonprofit organizations, State or public universities and other governmental entities that currently provide CalFresh outreach using non-federal funds. Local Public Health Departments are considered as a governmental entity and, as such, are free to apply as long as they meet the requirements as stated in the RFA.
8	Services & Definitions Page 1, Paragraph 1	<u>Catholic Charities:</u> “Applications must address all of the services described in Exhibit A entitled, Scope of Work.” Please clarify the meaning of address. Does this mean that applicants must conduct every activity listed in the Scope of Work? Or can an applicant opt not to conduct an activity (and strike through is as indicated at the top of page 12) and provide a rationale and thereby satisfy the requirement to address the activity?	By definition in part, “address” means “to communicate directly” or “to speak or write directly to”. Using this definition, Applicants must address (“speak or write directly to”) every activity listed in Exhibit A, “Scope of Work”. If an item cannot be performed it is not to be deleted from the Scope of Work. Rather, as stated on page 12 of the RFA, if applicants choose to reject tasks, activities, or functions, they are instructed to strikethrough (as opposed to delete) these items outlined in the Scope of Work (Attachment 12). As stated in the RFA, all applications will be reviewed, evaluated, and scored based on the timeliness, completeness, and initial responsiveness to the RFA requirements. As such, it would be to the applicant’s advantage to provide a rational or explanation within the RFA submission to address the reasons behind the removal of required tasks, activities, or functions of the Scope of Work.

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9	Services & Definitions Page 1, Paragraph 6	<p><u>Catholic Charities</u>: “The remaining 25 percent will be used by the Network to support partner’s activities...”.</p> <p>It appears that the Network is taking less funding than in previous contract cycles. Which of the Network’s supportive activities, if any, will be discontinued due to this reduction in Network funding?</p> <p style="text-align: center;">ALSO</p> <p><u>CAFB</u>: Since the Network will be keeping a smaller percentage of the federal share monies, which current activities does the Network anticipate discontinuing? Which activities does the Network anticipate continuing and/or adding? Knowing what the state intends to do/not do will help determine what should be budgeted for.</p> <p>a. Will the state be providing brochures and other printed materials?</p>	<p>As stated in the RFA, 25 percent in Federal Share funds will be retained by the Network to support partner’s activities and to conduct and coordinate statewide promotional activities. The percentage retained by the Network is lower than the percentage retained in previous years and is done so to allow for a higher percentage to be reimbursed back to the organizations to enhance their efforts at the local level as well as for their administrative and subcontract costs. Specific activities at the Network level which may need to be reduced or discontinued do to this reduction in Network funding is not known at this time and will need to be determined once the final budget numbers are known based on awards given in response to the RFA. That said, areas most likely reduced will be in the area of media and contractor trainings.</p> <p>a. Agencies should budget for printing at around 3 percent of total federal share costs. We will be providing newly developed resources as funding allows.</p>

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		<p>b. Will the Network be hosting a free, multi-day skills training for outreach workers similar to the ones done in partnership with Benchmark Institute in previous years? If yes, will the state cover travel expenses as in previous years?</p> <p>c. What, if any, events/meetings/trainings will the Network be hosting that should be included in travel budgets? Which, if any, of the planned events/meetings/trainings are appropriate for subcontractors? Will the Network be willing to cover travel expenses for subcontractors?</p>	<p>b. No, the Network will not host a multi-day training like Benchmark. This would most likely be disallowed by Western Regional Office (WRO). We will host program and fiscal trainings, Spokesperson trainings, orientations for new contractors and their staff and informational webinars as required.</p> <p>c. See item b, above. The trainings above are for prime contractors. It is the prime contractors' responsibility to train their subcontractors and pay for their travel or require subs to pay for their own travel.</p>
10	Services & Definitions Page 3, Item 4. Definitions, Paragraphs 2 – 4	<p><u>Catholic Charities</u>: “CDPH Network will execute direct service contracts, and funding is available through the subvention/local assistance portion of the Network’s budget.”</p> <ul style="list-style-type: none"> • Why is it important for applicants to know that this funding is available through the subvention/local assistance portion of the Networks budget? Please clarify the impact/import for applicants. • In the RFA, applicants are variously told that contractors will be awarded Cooperative Agreements (pages 1 and 4), that the Network will execute direct service contracts (page 3), and that contractors must adhere to the State Contracting Manual’s section on Subvention and Local Assistance Contracts (pages 3 and 8). 	<p><u>Response to all stated questions</u> The definitions on pages 2 and 3 of the RFA are included to provide applicants with standard descriptions as provided by the State and USDA for information purposes only. These definitions are to be used when determining if activities conducted by the prime applicant, or subcontractors if utilized, are in line with the direct service and subvention/local assistance requirements detailed in this RFA.</p> <p>Information provided in the RFA indicating that funding is available through the subvention/local assistance portion of the Network’s budget or that the Network will execute direct service contracts are also included for informational purposes. By nature of the contracts resulting from this solicitation being awarded as a Cooperative Agreement, specific</p>

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		Please clarify how these statements relate to one another and the practical impact for prospective contractors. For example, in what specific ways would contractors be required to operate differently in the next contract cycle compared to the last?	contracting language is allowed under the contract which would otherwise not be able to be incorporated—in specific in regards to (1) Scope of Work Changes (Exhibit A, item 5) and (2) Allowable Line Item Shifts (Exhibit B, item 6).
11	Services & Definitions Page 15, Item vi. Subcontract Expenses, sub-item D	<u>Catholic Charities</u> : “Subcontractor’s Scope of Work must be subvention/ local assistance sources.” Please clarify the meaning of sources and this statement in its entirety.	Although stated as “Subcontractor’s Scope of Work must be subvention/local assistance sources”, the correct statement should indicate that “Subcontractor’s Scope of Work must be primarily subvention services by definition included on page 3 of the RFA.” Note: RFA Page 15 will be revised to reflect this change and will be posted on the Network website on or before Friday, April 20, 2012 as part of Addendum No. 1—RFA 13-CCOI. (www.NetworkforaHealthyCalifornia.net/outreach)
12	Services & Definitions Page 15, Item vi. Subcontract Expenses, sub-item E	<u>Catholic Charities</u> : “Subcontracting is subject to set forth in DGS OLS California State Contracting Manual, Volume 1, Chapter 3, Section 3.17.” Section 3.17.2.D specifies that for subcontracts: “Three competitive quotations should be submitted or adequate justification provided for the absence of bidding.” If an applicant does not conduct competitive bidding to select subcontractors, should the applicant provide “adequate justification” in the next text of its RFA proposal? And if so, what is the appropriate format location in the proposal for this justification? What are the criteria used to determine whether a justification is adequate?	State contracting rules and regulations require that a competitive bid/award system be in place and that it is utilized to award subcontracts included under the contract. The method of bidding is not dictated and any method can be used as long as it promotes fair and open competition from multiple sources (e.g., telephone quotes, faxed bids, sealed proposals, etc.). A requirement of this RFA states that applicants are to assure that subcontracting is subject to conditions set forth in DGS’ OLS California State Contracting Manual but does not stipulate that applicants are to submit either the three competitive quotations or the justification if the competitive bidding process is not being utilized. By inclusion in the application and upon certification of such

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			on the “Required Attachment/Certification Checklist” (Attachment 6), it is the understanding of the Network that all requirements are being met by the prime applicant as related to subcontracting requirements and that documentation of the processes being utilized are available by the applicant should it be requested.
13	Services & Definitions Page 16, Item viii. Indirect Costs, sub-item D.b	<u>Catholic Charities</u> : “...and submit documentation of that rate in the form of a letter from the applicant’s fiscal department detailing how the agency indirect costs rate was determined and calculated.” Is there a template available for this letter?	Instructions in the RFA state only that Applicants using their own indirect cost rate, as established by their agency, must indicate this method of use on the “Indirect Cost Source Documentation – FFY 2013” form included as part of this RFA as Attachment 11, and submit documentation of that rate in the form of a letter from the applicant’s fiscal department detailing how the agency’s indirect cost rate was determined and calculated. There is no template for the type of letter to be submitted by applicant for this purpose.
14	Services & Definitions Page 18, Item g. Appendix, sub-item 6) Introduction Letter(s)	<u>Catholic Charities</u> : “If a subcontracting agency performed outreach services for only part of the FFY 2011-2012 contract period, but is proposing to resume Outreach in FFY 2013-2014, is this subcontractor considered new and required to submit letters of introduction to county CalFresh administrators?”	If a subcontracting agency is proposing to resume CalFresh Outreach activities for FFY 2013-2014, but has not previously provided Letters of Introduction to CalFresh administrators in the county(ies) in which they will be working, then they must do so during this application process. A copy of each introduction letter sent must also be included as part of the application in order to satisfy the requirement stated on page 18 of the RFA.
15	Services & Definitions Page 19, Item g. Appendix, sub-item 9) Lobbying Restrictions and Disclosure	<u>Catholic Charities</u> : The instructions say to complete Attachment 16 for applicant and any subcontractor with a federal share budget of \$100,000 or more. However this form (a modified SF-LLL) appears to be for organizations with lobbying activities to report. Please clarify the correct way to complete this form if the organization does not lobby.	<u>[Same Response to Both Questions]</u> RFA instructions state that as part of the application submission, any agency or subcontracting agency with a proposed Federal Share budget that will equal or exceed \$100,000 must submit a Disclosure of Lobbying Activities, Attachment 16. Although instructions for completion of the form is included on page two of the

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		<p style="text-align: center;">ALSO</p> <p><u>CAFB</u>: Please provide an example of how to fill out Attachment 16 (Disclosure of Lobbying Activities), questions 1-9. If there are no lobbying activities to disclose, should 10a and 10b be left blank? Although this same form was included in the last outreach RFA, it was determined that contractors and subcontractors with federal share budgets greater than or equal to \$100,000 should fill out the other lobbying disclosure form in Exhibit D(F). In the current Exhibit D(F), the form completed with the last RFA is on page 23.</p>	<p>attachment, no specific instructions appear to be noted to clarify the correct way to complete the form if the organization does not lobby.</p> <p>As such, it would be the recommendation of the Network that applicants complete the form as it applies to their agency to the best of their knowledge, using “N/A” where applicable and the inclusion of a notation at the bottom of the form denoting that no lobbying activities occur when appropriate.</p>
16	Services & Definitions Page 25, Item 3. Scope of Work	<p><u>Catholic Charities</u>: “To what extent do the proposed levels of activity coincide with the Budget Justification (Attachments 7 & 8)?”</p> <p>Will the Network be using a formula to determine whether budgets coincide with levels of activity? If not, how will prospective contractors be equitability compared to one another on this particular criterion? If a formula will be used, could it be disclosed to applicants to help them prepare their budgets?</p>	<p>Each contractor is expected to evaluate the cost of their activities.</p> <p>No formula will be provided. All RFAs will be reviewed individually and those demonstrating cost effective strategies will be scored accordingly.</p>
17	Services & Definitions Page 27, Item 5. Appendix	<p><u>Catholic Charities</u>: Letters of support and introduction letters are included in the scoring table here without reference to the fact that these items are not required of some applicants. Will applicants who are not required to provide these items automatically receive a score of 3 here?</p>	<p>Language and scoring criteria is included in the RFA on page 18:</p> <p>5) Letters of Support: Existing Network contractors without new subcontractors will receive a score of 3.</p> <p>6) Introduction Letter(s): Existing contractors without new subcontractors will receive a score of 3.</p>

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18	Services & Definitions Page 27, Item M. Application Requirements and Information, sub-item 1.a.2 (Certification Checklist)	<u>Catholic Charities</u> : "...or by not appropriately justifying, to CDPH's satisfaction, all "N/A" designations)." Where is the appropriate place to provide justifications for all N/A designations indicated on the Checklist? Should justification be provided on the Checklist itself?	Language included under RFA page 20, item 6. Certification Checklist, indicates that if an applicant marks "Yes" or "N/A" and makes a notation on the checklist and/or attaches an explanation to the checklist to clarify their choice", CDPH considers this a "qualified response". Based on this language, justifications for all "N/A" are to be included either directly on the checklist or as a separate attachment to the "Required Attachment / Certification Checklist" (Attachment 6).
19	Scope of Work, Goal 1, Objective 1: Items 3, 4, 7	<u>Catholic Charities</u> : Are (sub)contractors required to obtain a MOUs for all of these activities, or is there other evidence of partnership that would be considered sufficient? Not all local Outreach partnerships utilize MOUs. ALSO <u>CVHN</u> : Is the contractor required to partner with every listed agency? If yes, are MOUs required for each partnership? And, if the contractor already has partnerships in place with some of the agencies without an MOU, must an MOU be created? Please clarify the MOU expectations.	[Same Response to Both Questions] MOUs are required when money is exchanged or State Share is being generated for the prime contractor. All contractors including subcontractors are required to have an MOU for the activities that they have mutually agreed. Each MOU does not need to include all activities on the contracted SOW. We would also prefer seeing MOUs between agencies that are collaborating to ensure that each party understands their responsibilities to the collaboration.
		<u>Follow-Up to Question 19—During/Post Teleconference:</u> <ul style="list-style-type: none"> <u>CAFB</u>: When does the Network anticipate knowing more about MOUs? <u>CAFB</u>: The response to Question 19 indicated MOUs are required when money is exchanged or state share is generated. 	<u>Response To Follow-Up Question</u> After seeking further clarification regarding MOU requirements, the response to Question #19 as stated above during the teleconference stands. MOUs are required if State Share is generated or Federal Share reimbursed. Beyond that, it is preferred and best business practices to have MOUs and LOAs

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		<p>Many partnerships do not meet this criteria. Please clarify whether MOUs are required if money is not being exchanged and state share is not being generated.</p>	<p>when agencies partner/collaborate with prime agencies. If agencies are unable to get an MOU from their county agency or partner, a list of partners/events will be sufficient for the evaluation column of the Scope of Work.</p> <p>Note: The following activities included in RFA Attachment 12—Scope of Work and RFA Exhibit A—Scope of Work have been revised to remove “MOU” from the Evaluation column to be consistent with this response (in some case with the replacement of “List of partners and event announcements”:</p> <ul style="list-style-type: none"> • Goal 1/Obj 1/Activity 3 and Goal 1/Obj 7/Activity 3 • Goal 1/Obj 1/Activity 4 and Goal 1/Obj 7/Activity 4 • Goal 1/Obj 1/Activity 7 and Goal 1/Obj 7/Activity 7 • Goal 1/Obj 2/Activity 1 and Goal 1/Obj 8/Activity 1 <p>The revised documents reflecting these changes will be posted on the <i>Network</i> website on or before Friday, April 20, 2012 as part of Addendum No. 1—RFA 13-CCOI. www.NetworkforaHealthyCalifornia.net/outreach</p>
20	Scope of Work, Goal 1, Objective 1, Item 6	<p><u>Catholic Charities</u>: Are (sub)contractors required to adapt outreach materials or can they just use approved Network and USDA materials?</p>	<p>If contractors including subcontractors create new materials they are required to adapt approved outreach materials to the geographical region served and provide copies to the Network for approval before distribution. Using approved Network material is acceptable. Some USDA materials do not accurately reflect California regulations and may need to be modified.</p>

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21	Scope of Work, Goal 1, Objective 1, Item 10	<u>Catholic Charities</u> : (Sub)Contractors may not have access to entire membership rosters. Are there other forms of documentation (meeting agenda's for instance) that would be sufficient?	<p>All contractors including subcontractors will need to demonstrate that they have requested the roster and were denied. Please add <u>meeting agendas</u> to the evaluation.</p> <p>Note: The following activities included in RFA Attachment 12—Scope of Work and RFA Exhibit A—Scope of Work have been revised to add “Meeting Agendas” to the Evaluation column to be consistent with this response:</p> <ul style="list-style-type: none"> • Goal 1/Obj 1/Activity 10 and Goal 1/Obj 7/Activity 10 <p>The revised documents reflecting these changes will be posted on the <i>Network</i> website on or before Friday, April 20, 2012 as part of Addendum No. 1—RFA 13-CCOI.</p> <p>www.NetworkforaHealthyCalifornia.net/outreach</p>
22	<p>Scope of Work, Goal 1, Objective 1, Item 11 and Goal 1, Objective 7, Item 11</p> <p>Scope of Work, Goal 1, Objective 3 1, Item 11</p>	<p><u>Catholic Charities</u>: What is entailed in “coordinate a CFO media campaign?” Is this a required activity? If so, is it required for prime contractors only or for subs as well?</p> <p style="text-align: center;">ALSO</p> <p><u>CAFB</u>: What, specifically, does coordinating a CFO media campaign entail for the purposes of this scope of work?</p> <p>[Note: Read as Question #54 during teleconference but combined with Question #22 in Q & A Response Document for posting on website]</p>	<p>Prime contractors should coordinate with their subcontractors on the dissemination of template media materials from the state-level campaign and support USDA, CDSS or CDPH media efforts as opportunities are developed.</p> <p>The prime agency and subcontracts disseminate template materials from the state-level campaign and CalFresh Outreach contractors support USDA, CDSS or CDPH media efforts in the areas they serve. All contractors, including subcontractors, are required to coordinate with the Network when planning a media campaign in their area. Coordination means notifying the Network of a planned event, and cooperating to avoid</p>

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			duplication with a Network or USDA campaign. Also, prime contractors and subcontracts should coordinate the dissemination of template media materials from the state-level campaign and support USDA, CDSS or CDPH media efforts as opportunities are developed.
23	Scope of Work, Goal 1, Objective 1, Item 12	<u>Catholic Charities</u> : What is entailed in “develop media opportunities?” Is this a required activity? If so, is it required for prime contractors only or for subs as well?	<p>Applicants must address every activity listed in the Scope of Work (Attachment 12). If an item cannot be performed applicants are instructed to strikethrough (as opposed to delete) these items outlined in the Scope of Work.</p> <p>Any activity which is removed from the Scope of Work by way of strikethrough will require an explanation to address the reasons behind the removal of required tasks, activities, or functions of the Scope of Work. Applicants can determine what “develop media opportunities for CFO promotion – particularly opportunities to tie it to nutrition education” means in their area.</p>
24	Scope of Work, Goal 1, Objective 2, Item 1	<p><u>Catholic Charities</u>: “Communicate with CWD CF Coordinator on behalf of CFO contractors no less than quarterly.”</p> <p>Is this activity meant to be for prime contractors only since it says on behalf of CFO contractors? If so:</p> <ul style="list-style-type: none"> • Are prime contractors required to communicate with local CWD offices at least quarterly? • Are CWD offices in favor of/expecting this communication? In the past, some CWD offices have not responded favorably to being contracted directly by Outreach organizations. 	<p><u>Teleconference Response</u> [See below for Follow-Up Question and Response. The response stated there supersedes the response presented directly below as part of the teleconference.]</p> <p>Please add <u>If designated</u> to this sentence. It would then read:</p> <p><u>If designated</u> communicate with CWD CF Coordinator on behalf of CFO contractors no less than quarterly. Agencies will not be designated until a protocol for designation is agreed among contractors, and approved by the Network and CDSS.</p>

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		<p><u>Follow-Up to Questions 24 & 56—During/Post Teleconference:</u> Catholic Charities: Contractors have been instructed to add “ As designated” before “ Communicate with CWD CF Coordinator on behalf of CFO contractors no less than quarterly. “Clarification: Designated as what, and by who? Please provide context.</p>	<p><u>Response To Follow-Up Question</u> In order to clarify further the intent of this activity, language for Goal 1/Objective 2/Activity 1 (FFY 2012-2013) and Goal 1/Objective 8/Activity 1 will be revised to read as follows for :</p> <p>1) If designated as the person representing the outreach contractors with the CWD, contact the Contact appropriate CWD staff person to identify preferred methods for prescreening and application assistance prior to beginning activities. Communicate to staff the CWD’s preferred method of handling CFO assisted applications. Report barriers experienced by applicants to the Prime Contractor. CWD. Communicate with CWD CF Coordinator on behalf of CFO contractors no less than quarterly.</p> <p><u>Note:</u> The following activities included in RFA Attachment 12—Scope of Work and RFA Exhibit A—Scope of Work have been revised to be consistent with this response:</p> <ul style="list-style-type: none"> • Goal 1/Obj 2/Activity 1 and Goal 1/Obj 8/Activity 1 <p>The revised documents reflecting these changes will be posted on the <i>Network</i> website on or before Friday, April 20, 2012 as part of Addendum No. 1—RFA 13-CCOI. <u>(www.NetworkforaHealthyCalifornia.net/outreach)</u></p>

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25	Scope of Work, Goal 1, Objective 2, item 2	<p><u>Catholic Charities</u>: “Establish and/or continue communication with CWD eligibility workers to follow-up on specific applications and track outcomes.”</p> <p>Not all counties want Outreach staff contacting them directly and/or often. Also, not all counties are willing or able to provide outcomes information to outreach staff. Please advise.</p>	<p>Applicants must address every activity listed in the Scope of Work (Attachment 12). If an item cannot be performed applicants are instructed to strikethrough (as opposed to delete) these items outlined in the Scope of Work.</p> <p>Any activity which is removed from the Scope of Work by way of strikethrough will require an explanation to address the reasons behind the removal of required tasks, activities, or functions of the Scope of Work.</p>
26	Scope of Work, Goal 1, Objective 2, Item 4	<p><u>Catholic Charities</u>: The evaluation items for this activity are a policy statement. Is there a template available for this statement?</p>	<p>There is no template available for this statement.</p>
27	Scope of Work, Goal 1, Objective 2, Item 6	<p><u>Catholic Charities</u>: The “approved prescreening tool”—Does this mean that there will be one approved prescreening tool and a pre-screen will not count toward the contract target unless this tool is utilized? If so, will this tool be equally viable on paper or on a computer, since it is not always possible to have computers at outreach locations?</p>	<p>Yes. The basic prescreening tool must be used. This includes three basic questions. An overview of the CalFresh Program must be provided and an invitation to apply must be extended. All contractors including subcontractors may exceed the minimum requirements but the minimum requirements must be met to count as a prescreen</p>
28	Scope of Work, Goal 1, Objective 2, Item 6	<p><u>Catholic Charities</u>: “Offer to complete the application with the candidate and include directives for next steps.”</p> <p>Does this mean that if the client prescreens as likely not eligible and the conversations ends that this prescreening does not count toward contract targets? Or does this mean that Outreach staff should offer to complete applications with all pre-screened candidates whether they prescreen favorably or not?</p>	<p>Outreach staff should offer all candidates application assistance as part of the prescreen whether they prescreen favorably or not. Outreach staff is not to screen out candidates unless specifically directed by their local County Welfare Office. If there is a directive to screen candidates out this needs to be discussed with the Network Program Manager and documented</p>

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29	Scope of Work, Goal 1, Objective 2, Item 7	<p><u>Catholic Charities</u>: “This includes...was submitted.”</p> <p>Counties have different processes and requirements for the involvement of Outreach staff in the application process. Not all counties allow Outreach staff to do all the things listed here. Can part of this entire paragraph be crossed out?</p>	No. Once the contractor determines what their county requires for a completed application this will be the approved protocol for the agency. It may not include everything listed in the deliverable. Doing less is fine once it is approved by the local office.
30	Scope of Work, Goal 1, Objective 2, Item 8	<p><u>Catholic Charities</u>: What happens if the applicant refuses to sign a waiver for release of information? Are applicants required to sign a waiver to receive application assistance funded by this project?</p>	If the client refuses to sign a waiver for release of information then the contractor cannot conduct follow-up on that client. The client can receive application assistance without signing a release of information but the contractor cannot submit the application on their behalf. If there is no signed waiver for release then the client must be present when the application to the county is submitted
31	Scope of Work, Goal 1, Objective 3, Items 4 & 5	<p><u>Catholic Charities</u>: There is no mention of a requirement for prime contractors to conduct site visits or desk reviews with subcontractors. Has this requirement been eliminated for the next project period? If not, what is the requirement?</p> <p style="text-align: center;">ALSO</p> <p><u>CAFB</u>: The SOW template does not mention a requirement to do fiscal desk reviews/site visits or programmatic site visits with subcontractors. Does this requirement still exist? If so, at what quantity? The current requirement is 10 percent (including all new subcontractors).</p>	<p><u>[Same Response to Both Questions]</u></p> <p>We are requiring prime contractors to do site visits on subcontractors as part of their SOW to ensure program quality. Please add the following to SOW template Goal 1, Objective 1, Activity 15 – “Conduct fiscal desk reviews, site visits and programmatic site visits with a minimum of ten percent of subcontractors”.</p> <p><u>Additional Follow-Up Response to Question #31</u> In addition to new Activity 15 as stated above, the following three additional activities are also to be added to the Scope of Work to reflect requirement for prime contractors to conduct programmatic and fiscal site visits and desk reviews with subcontractors. These additional activities will be</p>

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			<p>added to RFA Attachment 12—Scope of Work and RFA Exhibit A—Scope of Work as follows:</p> <ul style="list-style-type: none"> • Goal 1/Objective 1, Activity 15 (FFY 2012-2013) AND Goal 1/Objective 7, Activity 15 (FFY 2013-2014) <ul style="list-style-type: none"> 15) Meet with at least 10 percent of all subcontracting organizations and conduct programmatic reviews. Review all new subcontractors even if the 10 percent benchmark is exceeded. As programmatic reviews and reports are completed, submit reports to <i>Network</i> program manager. • Goal 1/Objective 1, Activity 16 (FFY 2012-2013) AND Goal 1/Objective 7, Activity 16 (FFY 2013-2014) <ul style="list-style-type: none"> 16) Collect and review all new subcontractors' source documents for the first two quarters (if invoicing quarterly) or two months (if invoicing monthly) of invoice submission. As source documentation reviews are completed, submit desk review reports to <i>Network</i> contract manager. • Goal 1/Objective 1, Activity 17 (FFY 2012-2013) AND Goal 1/Objective 7, Activity 17 (FFY 2013-2014) <ul style="list-style-type: none"> 17) Conduct fiscal visits or desk reviews for at least 10 percent of all subcontracting organizations. As site visits/desk reviews and reports are completed, submit reports to <i>Network</i> contract manager. • Goal 1/Objective 1, Activity 18 (FFY 2012-2013) AND Goal 1/Objective 7, Activity 18 (FFY 2013-2014) <ul style="list-style-type: none"> 18) Provide schedules of planned programmatic reviews and fiscal visits/desk reviews to the <i>Network</i>.

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			The revised documents reflecting these changes will be posted on the <i>Network</i> website on or before Friday, April 20, 2012 as part of Addendum No. 1—RFA 13-CCOI. www.NetworkforaHealthyCalifornia.net/outreach
32a	Budget Attachments (7a, 7b, 8a, 8b)	<u>Catholic Charities</u> : When budgets are copied into the proposal document (in MS Work), must applicants show all items even if they are empty? Or can the applicant show only the active line items in order to simplify/save space?	Applicants are not to remove or delete any line items from the budget or budget justifications as they complete these attachments for their agency—even if no costs will be allocated to those line items. Rather, applicants are instructed to enter “\$0” as indication that no costs will be incurred.
32b	Budget RFA Page 13, Item i	<u>Catholic Charities</u> : Instructions say to “Report costs using whole dollars only”; however in the Budget Excel templates for Attachments 7a, 7b, 8a, and 8b, the Budget Cover pages are set to show one decimal place. Should the cover page template be left in its current format, or changed so that only whole dollars are shown?	Although the Excel templates are currently set to show one decimal place, instructions are to be followed in that the budgets should show only whole dollar amounts. Please adjust the format accordingly.
33	Services & Definitions RFA Page 11, Section I.3e.4	<u>UFWF</u> : 3. Page 11, Section I.3e.4 states that, “Scope of Work activities must coincide and be consistent with the Budget Justifications “, and on Page 12 Section I.3.e.5, “if applicants choose to reject tasks, activities, or functions, strikethrough these items outlined.” Question: Does the Network have a formula or some sort of budget analysis used to identify if the SOW the agency chooses to accept is consistent with Budget Justifications? Is there any guidance of what the Network wishes for previous contractors to focus on in the upcoming cycle if awarded?	Each contractor is expected to evaluate the cost of their services. No formula will be provided. All RFAs will be reviewed individually and those demonstrating cost effective strategies will be scored accordingly.

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		<p><u>Follow-Up to Question 33—During/Post Teleconference:</u> Catholic Charities: Is the Cost Per Transaction model developed by the Network during the last negotiation period still useful as a way to evaluate the appropriate of budget size in relation to SOW activities?</p>	<p><u>Response To Follow-Up Question</u> The cost per transaction, cost basis of the line item and reasonable and necessary review would be applied when reviewing appropriate budget size in relation to SOW activities.</p>
34	Budget RFA page 2, Section 2 (Background)	<p>CVHN: RFA, Section 2 (Background) page 2 states: “If an organization contributes \$300,000 in State Share, the USDA will reimburse the Network \$300,000 in Federal Share. Of this \$300,000 in Federal Share, the Network \$300,000 in Federal Share. Of this \$300,000 in Federal Share, the Network will reimburse the organization \$225,000 to enhance their efforts at the local level as well as their administrative and subcontract costs.</p> <ul style="list-style-type: none"> • Please clarify which minimum budget requirement is correct. • Is there a maximum percentage that the prime contracting agency can retain for administrative costs? Please clarify the percentage that the applying Contracting agency can retain for administrative costs and the percentage that must be given to the subcontracting agencies. 	<p>Please refer to Question #4, above, for clarification and response to which minimum budget requirement is correct for this RFA.</p> <p>No reference to administrative rates are included in this RFA as we have had in the past contracts nor is applicants instructed to budget with an administrative rate in mind. Rather, this RFA indicates that the Network will reimburse the awarding applicant a total of 75 percent of the State Share they contribute. Federal Share reimbursement must be used to fund the applicant’s CalFresh Outreach activities to enhance their efforts at the local level as well as for their administrative and subcontract costs. This allows for agency flexibility in determining how the budgets will be aligned both for the prime agency and subcontractors if they are utilized.</p>

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35	Services & Definitions RFA page 18, Section G (Appendix), item 5	<p><u>CVHN</u>: RFA Section G (Appendix) #5 states: “Provide letters of support from at least three organizations” and are required for new contractors. Does this also include new subcontractors? Is there a template for letters of support? Please clarify who must submit Letters of Support.</p> <p style="text-align: center;">ALSO</p> <p><u>City and County of San Francisco DPH</u>: Are letters of support necessary only for new contractors?</p>	<p>[Same Response to Both Questions] RFA instructions state that applicants are to submit Letters of Support from at least three (3) organizations that the applicant has partnered with in the past five (5) years that can confirm their satisfaction with the applicant’s services and confirm whether the applicant provided timely and effective services or deliverables. This requirement is for <u>new prime contractors only</u> and does not apply to subcontractors. There is no template for the type of letter to be submitted by applicant for this purpose.</p>
36	Budget RFA Page 20, Section H (Forms), #8a	<p><u>CVHN</u>: RFA, Section H (Forms), #8a states: Complete one (1) State Share Subcontractor Budget Justification for Year 1 and one (1) State Share Subcontractor Budget Justification for Year 2 for each subcontractor.” In the last program cycle subcontractors working in priority counties were not required to submit a State Share Budget. Will this practice continue in the 2013-2014 budget cycle?</p> <p>The RFA does not indicate the priority CalFresh counties for FY 2013-2014. Will be notified of the priority counties by April 17th so we can prepare accurately calculate the State Share budgets by the application deadline? Clarification will assist us in preparing the budgets for our application especially for current subcontractors working in priority counties.</p>	<p>There is no reference to or allowance in this RFA for priority county projects as has been done in past solicitation. As stated in other responses as well as in the RFA, the Network will reimburse the awarding applicant a total of 75 percent of the State Share they contribute. That Federal Share reimbursement must be used to fund the applicant’s CalFresh Outreach activities to enhance their efforts at the local level as well as for their administrative and subcontract cost. This allows for agency flexibility in determining and prioritizing how budgets will be aligned both for the prime agency and subcontractors if they are utilized.</p>

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		<p><u>Follow-Up to Question 36—During/Post Teleconference:</u> CVHN: Is it safe to say that the Network will be exempting contracts from State Share for priority counties?</p>	<p><u>Response To Follow-Up Question</u> The prime agency can determine how to spend the 75% federal share that they will be allocated based on their state share contribution for the fiscal year. If agencies decide to have priority counties, that would come from the 75% federal share pool, not from CDPH 25%. It is up to the prime agency to determine if they want to do priority counties. That said, the term “priority counties” is not referenced or used as part of this RFA.</p>
37	Services & Definitions RFA Page 21, Section H (Forms), #14	<p>CVHN: RFA, Section H (Forms,) #14 states: “Provide a copy of each introduction letter sent from new contractors and subcontractors to CalFresh administrators in the county(ies) they will be working.” If an existing subcontractor (working on CalFresh this year) would like to work in a new neighboring county, do we need to submit a copy of the introduction letter they will be using? Please clarify the requirement for subcontractors who want to expand their CalFresh Outreach to neighboring counties.</p>	<p>If a subcontracting agency is proposing to work in a new neighboring county in which they have not previously provided Letters of Introduction to CalFresh administrators in the county(ies) in which they will be working, then they must do so during this application process. A copy of each introduction letter sent must also be included as part of the application in order to satisfy the requirement stated on page 18 of the RFA. Requirements for subcontractors who want to expand their CalFresh Outreach to neighboring counties are not part of the RFA and cannot be discussed during this teleconference.</p>
38	Scope of Work, Goal 1, Objective 2, item 3	<p>CVHN: What if the subcontractors are using Once-e-App? Will they be able to continue to do so? Also, if a subcontractor is still using paper applications, will they be able to continue that practice? Please clarify the use of technology for scope of work reporting.</p>	<p>Agencies will be able to use One-e App and other technologies as they become available and are preferred by or acceptable to the counties that they work in.</p>

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39	N/A	<u>City and County of San Francisco DPH</u> : What are the documents required for State Share staff?	Both State Share and Federal Share staff must be listed in the budget justification with description of duties. In addition, 100% FTE staff must collect semi-annual certification. If less than 100% FTE, staff must do weekly time tracking or justify a time study. This requirement is again for both State Share and Federal Share staff.
40	N/A	<u>City and County of San Francisco DPH</u> : As part of the RFA application, can we include a DVD to highlight Network Program achievements on allowability activities?	No. That would be an unallowable cost under this CalFresh RFA. Please see Appendix #2—USDA SNAP State Share Plan Guidelines for allowable activities for CalFresh.
41	N/A	<u>CAFB</u> : Given the late date of the teleconference in relation to when it was necessary to send out solicitation packets to subcontractors and the application due date, will there be an opportunity to make minor adjustments to budgets and/or scopes of work after they are submitted on April 30 th ?	<p>Because of the required turnaround times for both the FFY 2013 USDA Outreach Plan and FFY 2013 DSS Interagency Agreement (both of which falls within the same time as the submission of the RFA applications) we will unfortunately not be able to make any adjustments to the budgets and/or scopes of work after they are submitted on April 30th.</p> <p>That said we realize that agencies are implementing a program which is fairly complex and that changes to the budget and/or Scope of Work may be needed during the contract term. The use of the Cooperative Agreement for awarded contracts will allow for those informal Scope of Work and budget adjustment changes with advance and prior Network approval. Cooperative Agreement language to this affect is included in Exhibit A (Scope of Work Changes) and Exhibit B (Allowable Line Item Shifts) of the RFA and will also be incorporated into all subsequent contracts awarded under this solicitation.</p>

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		<p><u>Follow-Up to Question 41—During/Post Teleconference:</u> CAFB: Will we be able to and will the Network work with us to make minor changes to our subcontractor budgets after they have been submitted to the Network on April 30th?</p>	<p><u>Response To Follow-Up Question</u> A short amount of time will be allowed for to correct math errors but what is submitted will be what goes into the contract unless there are unallowable activities, which will need to be removed.</p>
42	N/A/Services & Definitions	<p>CAFB: The new SNAP-Ed guidance says on page 51 that “OMB regulations cite meals might be allowable within the context of training.” Since this is found in OMB Circular A-122 (Meetings and Conferences), it seems like it should apply to CalFresh outreach, as well. Please provide some examples of CalFresh outreach-related meetings/conferences/content where the provision of meals would be allowable and some examples of CalFresh outreach-related meetings/conferences/content where the provision of meals would be unallowable</p>	<p>Meals are only allowable in the context of trainings and in a location where there is an absence of restaurants or services. An example might be the Asilomar facility.</p>
43	Services & Definitions RFA Page 9, Item 2.b.3	<p>CAFB: Page 9 (2.b.3) says that pages must be printed on bond paper. As bond paper is expensive, please confirm that it is, in fact, required.</p>	<p>This is standard RFA/RFP contracting language. We will accept standard paper.</p>
44	N/A/Budget	<p>CAFB: In the past, the Network has required that the federal share reimbursement for subcontractors be 50 percent of state share. This RFA does not seem to have that requirement. Is each subcontractor’s reimbursement percentage up to the contractor’s discretion?</p>	<p>Yes. The reimbursement is up to the prime contractor’s discretion. The RFA was not written this year to require applicants to designate a certain percent of funds to subcontractors. Rather, the USDA guidelines still remain in that the <i>Network</i> contractor’s non-federal funds or “State Share” generates an equal amount in Federal Share from USDA. Federal Share is to be used to conduct additional CalFresh activities. The Network will reimburse the awarding applicant a total of 75 percent of</p>

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			the State Share they contribute. Federal Share reimbursement must be used to fund the applicant's CalFresh Outreach activities to enhance their efforts at the local level as well as for their administrative and subcontract costs. The remaining 25 percent will be used by the Network to support partner's activities such as a statewide media and materials promotion
45	N/A Services & Definitions	<u>CAFB</u> : Is the MOU template required to contain the exact paragraph in Exhibit D(F) section 5h (page 8) or is the language provided in the template sufficient?	The language in the template is sufficient.
46	N/A Services & Definitions	<u>CAFB</u> : Is a two-year MOU required (versus two one-year MOUs)?	MOUs should be 2 years or until rescinded.
47	N/A Services & Definitions	<u>CAFB</u> : DGS' OLS California State Contracting Manual, Volume 1, Chapter 3, Section 3.17 C states "If the contract is a profit-making venture for the contractor, it should be awarded by competitive bidding procedures." This implies that if the contract/subcontract is not "a profit-making venture" a competitive bidding process is not required. Please explain the extent to which the conditions in DGS' OLS California State Contracting Manual, Volume 1, Chapter 3, Section 3.17 apply to contractors/subcontractors providing direct services in their communities since CalFresh outreach is not "a profit-making venture.	It is beyond our abilities to interpret SCM for applicants

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		2. Attachment 10 indicates that if the Letter of Qualification and Intent is faxed, a hard copy must also be mailed. This seems to differ from the instructions in Section F of the RFA (page 7). Please clarify.	2. Please use the instructions in the RFA, Section F, page 7.
50	Scope of Work, Goal 1, Objective 1, Activity 1	<u>CAFB</u> : The partnering CBOs counted in this activity seem to be restricted to the ones who are already conducting outreach activities. Some organizations are expanding their outreach into new communities. Under which goal/objective/activity does recruiting new partners to do outreach fall?	Recruiting new partners to do outreach falls within Goal 1, Objective 1, Activity 1. The partnering CBO's are not limited to existing. Please count the total number including existing and the number you propose to add.
51	Scope of Work, Goal 1, Objective 1, Activity 3 and Activity 7	<u>CAFB</u> : a. Does this activity require the applicant to partner and have MOUs with all organizations listed? b. If the applicant plans only to partner with one of the organizations listed, should the entire activity be struck out?	a. No. [Similar question already submitted and responded to—see Question #19] b. No, do not strike out the other organizations. Unforeseen opportunities to partner with all the organizations may occur within the two-year contract period.
52	Scope of Work, Goal 1, Objective 1, Activity 2 - 3 and Activity 7	<u>CAFB</u> : Many organizations currently doing CalFresh outreach are already successfully partnering with the types of organizations listed without an MOU. Getting MOUs from county agencies can be a difficult and drawn out process. If an organization does not have an MOU will the list of partners/events be sufficient?	See response to Question #19. CDPH prefers agencies get MOUs when able. If agencies are unable to get an MOU from their county agency or partner, a list of partners/events will be sufficient for the evaluation column of the Scope of Work.

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53	Scope of Work, Goal 1, Objective 1, Activity 2 - 3 and Activity 7	<u>CAFB</u> : Should these partnerships be considered separate from the ones in A1 or is the only difference that these ones are required to have MOUs?	See response to Question #19. CDPH prefers agencies get MOUs when able. If agencies are unable to get an MOU from their county agency or partner, a list of partners/events will be sufficient for the evaluation column of the Scope of Work. Only one MOU is required per entity.
54	Scope of Work, Goal 1, Objective 3-1, Activity 11	<u>CAFB</u>: What, specifically, does coordinating a CFO media campaign entail for the purposes of this scope of work? [Note: Read as Question #54 during teleconference but combined with Question #22 in Q & A Response Document for posting on website]	That the prime agency and subcontracts disseminate template materials from the state-level campaign and that CalFresh Outreach contractors support USDA, CDSS or CDPH media efforts in the areas they serve. All contractors, including subcontractors, are required to coordinate with the Network when planning a media campaign in their area. Coordination means notifying the Network of a planned event, and cooperating to avoid duplication with a Network or USDA campaign. Also, prime contractors and subcontracts should coordinate the dissemination of template media materials from the state-level campaign and support USDA, CDSS or CDPH media efforts as opportunities are developed.
55	Scope of Work, Goal 1, Objective 1, Activity 13	<u>CAFB</u> : a. Does this activity require both advertising at existing outreach venues and website work?	a. Yes, that would be preferred. These activities have been left broad to encompass opportunities as they arise. Applicants can describe what will work for them. Each applicant is asked to add CalFresh Outreach to their website with a link to www.calfresh.ca.gov and a link to approved materials on their own website. The Network will provide all contractors with PDF versions of approved CalFresh Outreach material.

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		b. If an organization does not plan to change/update/create their website, should this activity be struck out?	b. No, leave the activity in the template.
56	Scope of Work, Goal 1, Objective 2, Activity 1	<p><u>CAFB:</u></p> <p>a. The last sentence is written as though it may be a Network activity, not a contractor activity, since it is occurring “on behalf of CFO contractors.” Please advice.</p> <p>b. Please clarify what is meant by “Communicate staff the CWD’s preferred method of handling CFO assisted applications.” Does this refer to the CWD’s internal processes?</p>	<p>[Please Refer to Follow-up Response To Question #24, above, for revised language to be included for this activity in the Scope of Work.]</p> <p>a. Please add <u>If designated</u> to sentence four. Sentence four with then read:</p> <p style="padding-left: 40px;">“<u>If designated</u> communicate with CWD CF Coordinator on behalf of CFO contractors no less than quarterly.”</p> <p style="padding-left: 40px;">Agencies will not be designated until a protocol for designation is agreed among contractors, and approved by the Network and CDSS.</p> <p>b. Please add “with” to sentence two. Sentence two will then read:</p> <p style="padding-left: 40px;">“Communicate <u>with</u> staff the CWD’s preferred method of handling CFO assisted applications.</p> <p>Each CWD handles applications assisted by CalFresh Outreach workers differently. Contractors, including subcontractors need to have a clear understanding of what is expected by their local CWD office. Once the expectation is clarified Applications Assisted are to be submitted to the local CWD office in the local CWD offices preferred format.</p>

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		<p>c. Many organizations currently doing CalFresh outreach are already successfully partnering with their county CalFresh program without an MOU. Getting MOUs from counties can be a difficult and drawn out process. Are MOUs the only acceptable Evaluation measure?</p> <p>d. Please clarify what is meant by “report summaries” in the Evaluation column.</p>	<p>Until an agency is designated to communicate with the local CalFresh coordinator this responsibility will rest with the individual CalFresh Outreach Agency.</p> <p>c. Yes. The Network understands that this can be challenging however every effort must be made to demonstrate an agreed understanding between partners.</p> <p>d. An email exchange that confirms the preferred method for prescreening and application assistance between the local CWD and the CalFresh Outreach Contractor or Subcontractor will satisfy the requirement for a report summary. An email communication to the local CWD reporting barriers that clients experience will satisfy this requirement.</p>
57	Scope of Work, Goal 1, Objective 1, Activity 2	<u>CAFB</u> : This activity implies that county workers are on-board with providing client case information/application outcomes. Please confirm.	The Network knows that not all CWD provide this tracking information. If a contractor or subcontractor cannot access this information then this is to be reflected on the SOW target summary. If an item cannot be performed applicants are instructed to strikethrough (as opposed to delete) these items outlined in the Scope of Work. Any activity which is removed from the Scope of Work by way of strikethrough will require an explanation to address the reasons behind the removal of required tasks, activities, or functions of the Scope of Work.
58	Scope of Work, Goal 1, Objective	<u>CAFB</u> : Will you provide a sample policy statement prior to the application due date?	No. Each applicant can provide their own document that reflects this policy for their agency.

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	2, Activity 4		
59	Scope of Work, Goal 1, Objective 2, Activity 6	<u>CAFB:</u> Does this activity count only the “successful” prescreens? The wording seems to suggest that the people who are prescreened and found likely ineligible – or prescreened, found likely eligible, but who decide not to apply at that moment – would not be counted, doing a disservice to the people doing outreach and their hard work.	No. Outreach staff should offer all candidates application assistance as part of the prescreen whether they prescreen favorably or not. Outreach staff is not to screen out candidates unless specifically directed by their local County Welfare Office. If there is a directive to screen candidates out this needs to be discussed with the Network Program Manager and documented. If a candidate declines an application assistance that is offered following the three basic prescreen questions and an overview of the CalFresh Program this is still counted as a prescreen.
60	Scope of Work, Goal 1, Objective 2, Activity 6	<u>CAFB:</u> a. Are prescreens only counted if a prescreen tool is utilized? It seems as though this activity excludes basic prescreens done in conversation without a tool. b. If a tool is required, will it be provided for review by applicants prior to the application due date? c. If organizations intend to prescreen households but do not intend to use the approved prescreening tool, should the applicant strike	<u>CAFB:</u> a. Prescreens done in conversation must include the basic three (3) prescreen questions, an overview of the program and an invitation to complete an application. Prescreens conducted in this manner are to be documented on the Prescreen log. b. The approved prescreening tool will be made available at the start of the contract year. It will include three basic questions, an overview of the CalFresh Program and an invitation to accept application assistance. c. No. The contractor is welcome to propose an alternative tool but it must include the minimum requirements to count as a prescreen.

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		out the activity?	
61	Scope of Work, Goal 1, Objective 2, Activity 7	<p><u>CAFB:</u></p> <p>a. If all of the activities listed are not completed does it still count as an assisted application? For example: some counties do not allow CBOs to complete the Rights and Responsibilities, preferring to do it themselves. In cases such as these, would these assists be counted?</p> <p>b. Please clarify what is meant by “copying all necessary documentation.”</p> <p>c. If an organization does not intend to do all of the sub-activities listed within this activity, should the entire activity be struck out?</p>	<p>a. Yes. The Network suggests that the contractor or subcontractor target for application assists be based on the extent of the application assistance required by the local County Welfare Office. When a county requires the minimum assistance then that subcontractor will be expected to complete a greater number of application assists. If a county requires all of the elements described in the SOW then the Network will expect that the agency will complete a smaller number of application assists.</p> <p>b. Some County Welfare Departments require candidates to submit copies of certain documents with their application. Outreach Contractors are encouraged to assist this process to make sure that the application that is submitted is as complete as possible. If the contractor or subcontractor will not have access to a copier, fax or scanner then please describe how this part of the application will be addressed.</p> <p>c. No. Applicants must address every activity listed in the Scope of Work. If an item cannot be performed applicants are instructed to strikethrough (as opposed to delete) these items outlined in the Scope of Work. Any activity which is removed from the Scope of Work by way of strikethrough will require an explanation to address the reasons behind the removal of required tasks, activities, or functions of the Scope of Work.</p>

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62	Scope of Work, Goal 1, Objective 2, Activity 7	<p><u>CAFB:</u></p> <p>a. It is my understanding that filling out a waiver is optional for clients. Currently, clients are not required to authorize the outreach worker future access to their case information when they are receiving assistance with the application. In order for the assisted application to count for this funding stream, must a waiver also be signed by the client?</p> <p>b. It is my understanding that the waiver allows CBOs to communicate with the county about the client's application. There are some counties that will not release success data to CBOs even if the client signed a waiver. If an organization cannot get success data from their county should this activity be struck out?</p>	<p>a. If the client refuses to sign a waiver for release of information then the contractor cannot conduct follow-up on that client. The client can receive application assistance without signing a release of information but the contractor cannot submit the application on their behalf. If there is no signed waiver for release then the client must be present when the application to the county is submitted.</p> <p>b. No. Applicants must address every activity listed in the Scope of Work. If an item cannot be performed applicants are instructed to strikethrough (as opposed to delete) these items outlined in the Scope of Work. Any activity which is removed from the Scope of Work by way of strikethrough will require an explanation to address the reasons behind the removal of required tasks, activities, or functions of the Scope of Work. The contractor is not responsible for a CWD providing this information but is responsible to have a way to attempt follow-up.</p>
63	Scope of Work, Goal 1, Objective 2, Activity 10	<p><u>CAFB:</u> A sampling methodology would be appreciated so that organizations with large assist numbers don't have to contact/follow-up on every single person. This would be helpful for the outreach organizations as well as the counties who provide success data.</p>	<p>Contractors are encouraged to attempt follow-up on all applications submitted but the Network is fully aware that this follow-up will not always get results. Please describe your follow-up plan and the percent of follow-up you propose.</p>

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64	Scope of Work, Goal 1, Objective 2, Activity 11	<u>CAFB</u> : Please explain the evaluation measure.	Once an agency is designated as lead they will need to include a summary of their communication with the CWDs as part of their midyear and annual reports. Prior to the designation each contractor is responsible to contact their local CWD office. If they are discouraged by the local CWD they are to document it as a reason for not communicating with the CWD. The Network and CDSS will provide additional assistance once this is documented.
65	Scope of Work, Goal 1, Objective 6, Activity 1	<u>CAFB</u> : What kinds of electronic tools is the state looking for? It would seem applications are off the table since they are run by the consortia.	Some counties have unique computer applications that they use independent of the consortia. This activity only applies to those counties. If all counties are using the consortia then this deliverable is Benefits CalWin, LEADER, and C4. During the term of the contract the electronic tools being used may change and the contractor and all subcontractors are expected to know what is preferred by their local CWD.
66	Scope of Work, Goal 1, Objective 6, Activity 3	<u>CAFB</u> : a. Is the Network and/or CDSS taking over the certification project from CAFB? b. Since the state will be awarding up to 25 contracts, is it intended that there will be up to 25 independent certification processes?	a. The certification for outreach workers is currently in committee. The parameters of certification and the host for the certification of outreach workers have not been determined. Certification will be optional for outreach workers and is not required for outreach workers performing the duties outlined in this RFA. b. The certification process is not part of this RFA.
67	Scope of Work	<u>CAFB</u> : Page 7 of the RFA says that “[if	If the activity applies to all subcontractors indicate “Subs

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	RFA Page 7 and Scope of Work (use of Subcontractors)	subcontractors are to be utilized they must be specified clearly in the Scope of Work.” Does this mean that if there are 50 subcontractors who will be doing the activity, all 50 subcontractor names need to be listed in the Responsible Party column, or is it acceptable to simply list “subcontractors” with their names and activities summarized in the SOW Targets Summary?	1-50” in Responsible Party column. This needs to correlate to the subcontractor numbers in the budget justification. There might be some activities that don’t pertain to all the subcontractors, in which case you would then indicate the subcontractor number that corresponds to the budget for those subcontractors. Subcontractors are to be listed numerically and clearly identified in the SOW Target Summary as well as on the Budget Justifications.
68	Scope of Work	<p><u>CAFB</u>: If applicants cannot provide the measure of evaluation in the Evaluation column of the scope of work, do you advise striking out the activity? For example, G1 O2 A9 lists “Print CBO Portal Electronic Report” in the Evaluation column but not all counties have a portal from which to print a report. In this example since no portal is available at this time, should the applicant strikeout the activity even if they are doing electronic applications?</p> <p>Please respond to the broader question, as well as the specific example.</p>	If the report is not available the contractor or subcontractor can provide an alternative method of reporting submission. This deliverable only applies to on line applications.
69	RFA page 17, item g. “Appendix”, sub-item 1) Proof of Nonprofit status	For Proof of Nonprofit Status, do subcontractors need to provide this or just the prime agency?	The submission of proof of nonprofit status indicated in this section of the RFA applies only to the Prime Agency. Prime Agencies must ensure that their nonprofit subcontractors have active 501 (3) (c) status and must have proof of that status readily available for submission to the <i>Network</i> upon request. Verification of nonprofit status should be available for review during an audit. Verification can be obtained on the California Secretary of State's website, found here: http://kepler.sos.ca.gov/cbs.aspx

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70	N/A	<u>New Question—During/Post Teleconference:</u> Catholic Charities: Please specify the required contents of the CD-ROM to be submitted: i.e., proposal package (PDF with all items in order), Excel filed of budgets, Word files of SOWs, and others?	<u>Response To New Question</u> The CD ROM should have a pdf of the complete transmission along with Excel and/or Word versions to be used for the USDA Plan.
71	N/A	<u>New Question—During/Post Teleconference:</u> CAFB: Will the Network be posting a revised SOW?	<u>Response To New Question</u> Yes. All revised documents referenced in the Question and Answers Response Document will be posted on the <i>Network</i> website on or before Friday, April 20, 2012 as part of Addendum No. 1—RFA 13-CCOI. (www.NetworkforaHealthyCalifornia.net/outreach)
72	N/A	<u>New Question—During/Post Teleconference:</u> CAFB: Is it possible to post the answers sooner than the 20 th ? If the answers are posted on the 20 th , that gives us only 10 days (including 4 weekend days, the days it's posted, and the days it's due) to work off the new answers.	<u>Response To New Question</u> Teleconference responses and clarifications will be posted as soon as they are available but no later than Friday, April 20, 2012 as stated in the RFA. In addition to posting on the <i>Network</i> website we will also email the teleconference responses to those agencies that provided contact information during the teleconference.
73	N/A	<u>New Question—During/Post Teleconference:</u> CAFB: It seemed that direction was being given to not strike out SOW activities in the event that they or parts of them may occur. Is this correct? Will there be repercussions of having SOW activities that do not occur or do not occur in full? I understand that strike outs should be explained, but do not feel that necessarily answers my questions.	<u>Response To New Question</u> Yes. If the full scope of work is not attempted by the prime agency then the application will be scored down. Not all subcontractors would be required to do everything within the SOW.

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Additional Questions Received During Teleconference –

We will take questions clarifying responses already provided and will post all responses on the *Network* website at www.NetworkforaHealthyCalifornia.net/outreach on **April 20, 2012**. To assure we have captured the clarification questions accurately, please follow-up in written email by COB today to Alicia.Aguilar@cdph.ca.gov. Spontaneous verbal remarks provided in response to verbal inquiries are unofficial and are not binding on CDPH unless later confirmed in writing.

[NOTE: All Questions received during teleconference and post-teleconference have been added to above list along with appropriate responses from *Network*.]

CLOSING

Thank you for your participation in today's conference call. We appreciate all your work preparing for submission of a response to our RFA. We look forward to receiving your proposals by **April 30, 2012** and moving forward with this important process.