Redwood Region RISE

California Jobs First

Frequently Asked Questions - Capacity Support and Workforce Coordinator RFP

Q: When is the deadline for the application?
The deadline is 5:00 p.m. on Monday, July 7th, and a decision will be made by July 14th. Please email all materials to Leigh Pierre-Oetker at lao3@humboldt.edu, or postmarked by July 7th and mailed to:
California Center for Rural Policy
% Cal Poly Humboldt
1 Harpst Street
Arcata, CA 95521

Q: Where can I find the recording of the June 13 Information Session?
You can find the RFP Information Session recording here.

Q: Does the 10-page maximum length of the application include samples of previous work?
Yes, please include your work samples when counting your page length. Please use size 12 font for the entire application.

Q: Can we include hyperlinks in the application?
Yes. We will review any hyperlinks you include, but ensure the narrative can stand on its own and that the links are supplementary to the narrative.

Q: In the budget, what should I put in as my hourly rate? What if I have staff on my team?
We ask that you use this template as a guide and projection of what your estimated costs may be. It is perfectly acceptable to demonstrate an hourly rate based on a prescribed estimate of time. We understand that budgets can fluctuate and may not represent the entirety of the scope and that work may change based upon need or the addition of a subcontractor(s). Please remember to include additional expenses such as office supplies, travel, rent, etc.

Q: There are several responsibilities listed in the RFP. Will the consultant provide all of those?
No, the contractee does not have to deliver on all five of the listed elements. We are requesting that at least three of those five be addressed in the proposal.

Q: Will there be more than one consultant? Or more than one award given?
There will only be one award, given to a contractee that best fits our goals and criteria. However, it is possible to write a subcontractor(s) in to assist, at the consultant's discretion.

Q: What if I am not super familiar with the Redwood Region? Are there any helpful reading materials?
Yes! We have a lot of information on our website, and another helpful resource is our Regional Roadmap. You may also find the RRRISE priority communities, as defined by our Equity Council, helpful.

Q: Where can I find the Sector Activation Plans?
The Activation Plans will be finalized on June 23rd, and will be posted to the Redwood Region RISE webpage. https://ccrp.humboldt.edu/redwood-rise

Q: In Section A, is the bio or resume attachment included in the profile/history 250 word limit?
Yes, the bio or resume should be an attachment that is separate from the 250 word profile. Please remove social security numbers, non-business phone numbers, or addresses as this information may become public under the California Public Records Act.

Q: Applicant question 1 begins "Based on the elements listed above, please detail which elements would be included in your scope and your approach to ensuring the work delivers impact towards Collaborative goals." then sets a 700-word limit for responses to each element. Is there a word limit for the introductory material - listing elements in scope, approach and qualifications?
No, the word limit is only for the element responses. We will also accept responses that go over the word limit, as long as the application is still no longer than ten pages.

Q: Are any in-person convenings planned during the contract term?
Yes, please include travel to accomodate any in person meetings that may occur during the contracted period.

Q: Research and Data, etc. - Several of the scope elements - specially #4 - will require research and data management, yet the scope doesn't specifically call for development of new data structures. Can you clarify what is intended to be captured in this section of the budget template? Will the contractee be expected/permitted to leverage existing structures?
Yes, the contractee will be expected to use existing data structures. In the budget template, it could be for known data sources that require a subscription or is behind a paywall, or any research tool that has a fee.

Q: If subcontractors are named as partners in the application, must they be procured (i.e., when is procurement necessary)?
No, the subcontractors do not have to be procured or named in the application. Subcontracting can happen after the award is granted, but it would be helpful to note in the application if you do anticipate subawarding.

Q: The budget template also calls out subcontracting to add capacity for disinvested community engagement - yet the scope of work speaks generally to providing TA to and liaising with advocates for disinvested communities and CBOs. Can you clarify the nature of community engagement you envision falling within the scope of this contract?
Community engagement in this role could involve reaching out to and establishing a relationship with local business owners or local leaders, local community colleges, or community organizations. It could also mean working with Catalyst Grant awardees, at the discretion or direction of the other Sector Investment Coordinators.

Q: Will it be possible to refine proposed budget allocations to cost categories after award and during the contracting process based on the effective date of the contract and any new information/developments prior to contract execution? How about during the period of performance, in the event ongoing state/fed policy and funding shifts suggest different emphasis across scope elements/line items?
Yes, you will be able to adjust your budget during the contracting process. However, once contracts are signed the budget cannot be adjusted.

Q: In the Examples of Work section, it calls for two examples related to the scope of work in the RFP. Application Question 2 also calls for examples of projects that would meet any or all the desired outcomes or goals of Redwood Region RISE and the California Jobs First Initiative. Can you clarify whether there's a limit of 2 projects and/or a word/page limit for application question 2?
There is no limit to the projects you can include or a word limit, however the application does have a ten page limit. We ask that you include your attachments within this limit.