

**Qualified Vendor Services
Request for Vendors (RFV)
Questions and Answers Response
Date Posted: October 4, 2023**

The following are the questions received during the Qualified Vendor Services RFV Informational Webinar on September 27, 2023, and all additional submitted questions and requests for additional information received by the 12:00 PM deadline on September 29, 2023. Please note:

- To respond to the RFV, please complete and submit your proposal and all required documents to First 5 Contra Costa no later than **5:00 PM PT on October 18, 2023**.
 - If you have any questions related to the First 5 online Application Portal only, please submit them via email to Lisa R. Johnson, Grants and Contracts Manager, at: grantsandcontracts@first5coco.org.
1. I've worked as a zoom tech/moderator for CoCo's meetings and webinars and I was wondering which category that falls into?

Response: The service category that best fits your expertise is Meeting Facilitation (Virtual/Hybrid).

Informational Webinar

2. Facilitation: What do you see as the balance of in-person vs. virtual meeting facilitation needs?

Response: The biggest need would be for hybrid meetings. We are mostly looking for logistics support when the meetings are hybrid. However, the most prevalent would be a hybrid of both in person and virtual in terms of the needs for facilitation.

3. Grant writing: what types of funders are you anticipating writing grants for (fed, state, foundation)?

Response: All of the above. We are looking for a broad range of grants that we will be applying for Federal, State, Foundation and Philanthropic Grants within our 3 core areas of Early Childhood Education, Early Intervention and Strengthening Families.

4. Thanks for having us here today. What types of funders do you anticipate seeking grants from? Federal and/or state government? Private philanthropy? Family foundations? Thank you.

Response: All of the above. We are looking for a broad range of grants that we will be applying for Federal, State, Foundation and Philanthropic Grants within our 3 core areas of Early Childhood Education, Early Intervention and Strengthening Families.

5. PR/Media Outreach Scope shows collateral development. As a design firm that does NOT do PR, would we qualify for this line of service?

Response: Yes, under the PR/Media Outreach Strategic Communications there are a lot of different types of services listed under the scope.

6. Video Product scope shows editing and motion graphics, which my firm does, but are you looking for an all-in-one filming/producing/editing model or are there standalone motion graphics needs (i.e. interstitials, explainers, etc.)?

Response: Ideally there may be a situation where we need both. A situation where we have a talking heads video that has motion graphics that need to be inserted with voiceover. Or there could be an instance where we just need the motion graphics compared to producing everything.

7. Can we apply as a team that is able to check off several of the boxes (i.e. Strategic Communications, Graphic Design, Video)?

Response: Yes, the Qualified Vendor List are separate lists. On the application you're allowed to check which of those service categories that you are experienced in and then you would respond separately for each service category in the RFV narrative.

8. You mentioned in translation and Interpretation a desire for individual translators and interpreters. Are you interested in agencies like mine that do them all utilizing their vendors?

Response: Yes, we are looking for a diverse group of individuals, firms, consultants, groups to be able to provide these services. So a group that provides all of the services are welcome to apply.

9. Does a vendor need to be located in Contra Costa County?

Response: You do not need to be located in Contra Costa County but you do have to be able to provide services as needed in Contra Costa County.

10. Is it no more than 5 pages of narrative per category (scope of work)?

Response: Yes, that is the way that it is currently listed. No more than 5 pages for each category that you want to apply for.

11. If we are planning to respond to more than one category, does our complete narrative response for experience and qualifications for the multiple categories need to be 5 pages or less?

Response: Some of it will kind of overlap. If you're saying this is who my organization is, and we are the staff or the team that are going to be working on the projects and we have the expertise and it is the same team you can list that to save yourself some pages. However, you do need to be able to be responsive to each service category for which you're applying.

12. Are there particular criteria for photos submitted under Photography? Size etc. Asking for the size requirements for the application samples of work.

Response: There is no minimum size. Ideally it would be a size that we can use for web content or social media. That would be the smallest as far as resolution.

13. How are you planning to evaluate the proposals? Will they be based upon our rates, services, experience or a combination of all? If all, can you explain the percentage of importance for each category?

Response: First 5 uses a rubric, Fund, Maybe Fund and Do Not Fund. During our collaborative conversations we identify which particular vendors will be appropriate to move to the next process. No section is weighted more than the other.

14. Do you know how much funding is being allocated to each of the categories?

Response: On an as needed basis First 5 Contra Costa will be able to fund the projects that they are seeking to work with the service vendors. We have an annual budget and these services will be utilized by different teams within First 5 so based upon that need and their dollar amounts they will allocate that to that specific project.

15. Is the list public and available to other First 5s?

Response: All First 5's operate independently and we are a public organization therefore the Qualified Vendor Lists will be made public.

16. I signed up for the information webinar, but unfortunately I was unable to attend. Is there any way to view a recording of the webinar? Or can I find the information somewhere else?

Response: Thank you for your interest in our RFV for Qualified Vendor Services. This is the direct link to the [Informational Webinar Slides](#) and the [Informational Webinar Recording](#). We encourage you to also watch the video on [Video: How to Complete the First 5 Online Applications](#).

You can find additional information specific to this RFV on our RFV landing page <https://www.first5coco.org/qualified-vendor-services-request-for-vendors-rfv/>



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REQUEST FOR VENDORS
QUALIFIED VENDOR SERVICES**