

**Nonprofit & Community-Based Organization Capacity Grant**  
**RFA# VGF19-002**

REQUEST FOR APPLICATIONS (RFA)

FOR

**Nonprofit & Community-Based Organization Capacity Grant**

**RFA# VGF19-002**

**July 22, 2020**

State of California



1400 10<sup>th</sup> Street, 2<sup>nd</sup> Floor

Sacramento, CA 95814

Emailed Proposals Due to [Kaitlin.Meyer@cv.ca.gov](mailto:Kaitlin.Meyer@cv.ca.gov)

No Later Than:

**Wednesday, August 05, 2020**

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### **BACKGROUND**

California Volunteers is the state office tasked with engaging Californians in service, volunteering and civic action to tackle the State's most pressing challenges while lifting up all communities. California Volunteers administers the AmeriCorps portfolio in California with over 80 programs providing critical services to more than 160,000 Californians annually. Led by the state's Chief Service Officer, Josh Fryday, California Volunteers is supported by a bipartisan 25-member Commission and a team of experts driven by a mission to empower and mobilize all Californians to volunteer and serve in their communities.

### **PURPOSE OF THIS REQUEST FOR PROPOSALS**

California Volunteers has received federal funding from the Corporation for National and Community Service's Volunteer Generation Fund (VGF) to promote and build nonprofit/community-based organizational capacity in California, specifically related to disaster/emergency response and resiliency. With volunteers and community-based organizations providing critical services during the COVID-19 pandemic, California Volunteers is looking to invest in building the organizational capacity and volunteer generation mechanisms of these organizations in the state. The purpose of this Request for Applications (RFA) is to provide up to four nonprofits/community-based organizations with capacity grants, matched by grantees, to:

- Implement activities focused on building organizational capacity as it relates to emergency preparedness and emergency response and recovery.
- Volunteer centers that receive these grants (up to \$25,000 per grant) will be required to submit bimonthly updates to California Volunteers with invoices identifying the activities pursued to improve organizational capacity and the steps being taken to ensure continued capacity post-grant. Capacity building activities would be "a set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations....[C]apacity building activities may expand services, enhance delivery of services, or generate additional resources" (<https://www.nationalservice.gov/sites/default/files/resource/npm/npm-goal3-capacity-build.pdf>)

### **BIDDER ADMONISHMENT**

This RFA is being conducted under the policies & procedures developed by the State of California's Department of General Services as provided under Public Contract Code Section 12102 et seq. This RFA contains the instructions governing the requirements for a firm quotation to be submitted by interested bidders. The format that bid information is to be submitted and the material to be included therein follows. This RFA also addresses the requirements that bidders must meet to be eligible for consideration, as well as addressing bidders' responsibilities before and after installation.

### **SCOPE OF WORK**

Through this contract:

## **Exhibit A Scope of Work**

- The grantee will provide a timeline and detailed plan to meet the deliverables outlined below.
- The grantee will outline a match share proposal – grantees are required to provide a 41% cost share. Four eligible organizations can receive up to \$25,000 to support capacity activities. Therefore, for a \$25,000 grant, the grantee would be required to show cash or in-kind match totaling to \$17,500.
- Leveraging this contract, the grantee will implement a planned capacity building activity within their organization, focused specifically on capacity building around disaster/emergency response.
- Track and document the capacity building efforts to show effectiveness and alignment with intent of this contract.
- Track and provide documentation of all match associated with the 41% match requirement.
- California Volunteers will receive impact reports from the Grantee including, but not limited to, information on the following: Type of capacity building activities instituted and measured inputs, outputs, and outcomes.
- Grantees will bring the following competencies considered minimum qualifications for grantees:
  - Grantees must be nonprofit organization with 501 (c)(3) status and must be:
    - Registered and current in reporting with the Attorney General's Registry of Charitable Trusts.
    - Listed in good standing with both the California Secretary of State and the California Franchise Tax Board.
- Grantees must be actively engaged in emergency/disaster volunteer engagement and management and provide, through the proposal narrative, a justified statement of need to support capacity building.
- Per Corporation for National and Community Service guidelines, all partner organizations and individuals working on VGF-funded projects must participate in criminal background checks. Grant funds can be used to pay for this.

### ***Additional Requirements and Reporting***

In addition to the above activities, Grantees will perform the following:

- Work closely with California Volunteers' lead project supervisor to discuss priorities, timelines, outcomes, and deliverables.
- Ensure communication with other vendors/grantees funded through similar California Volunteers' contracts, as projects may coincide.

**Exhibit A  
Scope of Work**

**KEY ACTION DATES**

<u>Event</u>	<u>Date</u>
RFA Available to prospective vendors	7/22/2020
Final Date for Proposal Submission	8/05/2020
Proposal Opening and Review	8/12/2020
Notice of Intent to Award	8/19/2020
Proposed Award Date	8/26/2020
Expected Project Start Date	9/01/2020

Expected start date is contingent upon California Volunteers and Grantee agreement of final contract terms, and upon contract approval from the California Department of General Services (DGS).

**PROPOSAL INSTRUCTIONS**

***Completing and Submitting the Application***

To simplify our review process, we ask that you comply with the format and content requirements detailed in this section. Resumes, samples of work, and letters of support are the only exceptions to this requirement. Proposals which are clear and succinct, and do not substitute length for substance, will be most favorably received.

Due to the COVID-19 pandemic, we are only accepting proposals via email. Please email, as one unified PDF, your proposal to [Kaitlin.Meyer@cv.ca.gov](mailto:Kaitlin.Meyer@cv.ca.gov). Correlate major sections of your proposal with the proposal narrative instructions below:

**PROPOSAL NARRATIVE INSTRUCTIONS & SELECTION PROCESS** (Up to 10 double-spaced pages, 12-pt font)

Written Proposal (90 points total possible)

The Written Proposal must include the Work Plan.

<b>Rating/Scoring Criteria</b>	<b>Scoring</b>
1) An overview of the Proposing organization, including but not limited to response to the below:	TOTAL: 40 points
a) The Grantee has been in existence a minimum of five years at the time of proposal submission.	5 points
b) The Grantee is a nonprofit organization with 501(c)(3) status and is: 1) registered and current in reporting with the Attorney General's Registry of Charitable Trusts and 2) listed in good standing with both the California State Secretary of State and the California Franchise Tax Board.	20 points
c) The Grantee provides a detailed budget narrative and grant match plan. The budget will be provided in the cost proposal, the	15 points

**Exhibit A**  
**Scope of Work**

Grantee must describe the match available to support this project and the tracking mechanisms in place to report on such match.	
2) Work Plan & Response to the Scope of Work: Identification of each major task, timeline and specific milestones by which progress can be measured and payments made, as identified previously in the Scope of Work.	TOTAL: 35 points
3) A list of all personnel who will be working on the project including their titles and job descriptions, and including response to Grantee Qualifications listed below:  a) Adequate and appropriately experienced staffing are in place to successfully carry out this program, or the organization must demonstrate the ability and commitment to contract with paid and/or pro bono staffing to do so. This includes program development and implementation staff, in addition to administrative and support staff.	TOTAL: 15 points

The Total Written Proposal score is calculated as follows (this is an example only):

Grantee 1    87 points  
 Grantee 2    90 points  
 Grantee 3    70 points  
 Grantee 4    52 points

Use the highest total administrative score as the DENOMINATOR to form a fraction for each Grantee. Use the Grantee's total administrative score as the NUMERATOR. Then, express that fraction as a decimal value, e.g.:

$$\text{Grantee 1} \quad \frac{87}{90} = .967$$

$$\text{Grantee 2} \quad \frac{90}{90} = 1.00$$

$$\text{Grantee 3} \quad \frac{70}{90} = .778$$

$$\text{Grantee 4} \quad \frac{50}{90} = .577$$

Cost Proposal (45 Points Total Possible)

The Cost Proposal must be submitted with the Written Proposal, and accurately reflect all Grantee costs related to this proposal. Total Grantee costs should not exceed \$25,000 in state share and include a 41% grantee match (see below for a template for the cost proposal).

**Exhibit A  
Scope of Work**

SAMPLE COST PROPOSAL WORKSHEET

<b>A. Personnel Costs</b>	<i>State Share</i>	<i>Grantee Match</i>	<i>Grantee Match Description</i>
(Provide detailed description & cost basis. Use multiple budget lines as needed.)			
<b>Subtotal, Personnel Costs</b>	\$	\$	
<b>B. Travel</b>			
(Provide detailed description & cost basis. Use multiple budget lines as needed.)			
<b>Subtotal, Travel</b>	\$	\$	
<b>C. Equipment &amp; Supplies</b>			
(Provide detailed description & cost basis. Use multiple budget lines as needed.)			
<b>Subtotal, Equipment &amp; Supplies</b>	\$	\$	
<b>D. Contractual and Consultant Services (not to exceed \$617 per day, excluding expenses)</b>			
(Provide detailed description & cost basis. Use multiple budget lines as needed.)			
<b>Subtotal, Contractual and Consultant Services</b>	\$	\$	
<b>E. Training</b>			
(Provide detailed description & cost basis. Use multiple budget lines as needed.)			
<b>Subtotal, Training</b>	\$	\$	
<b>F. Evaluation</b>			
(Provide detailed description & cost basis. Use multiple budget lines as needed.)			
<b>Subtotal, Evaluation</b>	\$	\$	
<b>G. Other Support Costs</b>			
(Provide detailed description & cost basis. Use multiple budget lines as needed.)			
<b>Subtotal, Other Support Costs</b>	\$	\$	
<b>H. Indirect Costs (limited to 5% of total)</b>			
(Provide detailed description & cost basis. Use multiple budget lines as needed.)			
<b>Subtotal, Indirect Costs</b>	\$	\$	
<b>TOTAL BUDGET</b>	<b>\$</b>	<b>\$</b>	

The relative cost of bids will be scored after validating the entries as follows:

**Exhibit A  
Scope of Work**

Rating/Scoring Criteria	Scoring
1) Staffing, materials and supplies, equipment, and travel costs are adequate and reasonable	TOTAL: 15 points
2) Amount and distribution of staff hours are adequate and reasonable	TOTAL: 10 points
3) Grantee match meets the following requirements: a) Grantee match meets 41% threshold for the cost share. b) Grantee match, as described, is reasonable and adequate given the grant timeline and reporting requirements.	TOTAL: 20 points  10 points  10 points

The Total Cost Proposal score is calculated as follows (this is an example only):

Grantee 1    45 points  
 Grantee 2    30 points  
 Grantee 3    25 points  
 Grantee 4    45 points

Use the highest total administrative score as the DENOMINATOR to form a fraction for each Grantee. Use the Grantee's total administrative score as the NUMERATOR. Then, express that fraction as a decimal value, e.g.:

$$\text{Grantee 1} \quad \frac{45}{45} = 1.00$$

$$\text{Grantee 2} \quad \frac{30}{45} = .666$$

$$\text{Grantee 3} \quad \frac{25}{45} = .555$$

$$\text{Grantee 4} \quad \frac{45}{45} = 1.00$$

Cumulative Scoring for Finalists

The Final Score is calculated as follows:

Weighting of scores: Written Proposal (70%) + Cost Proposal (30%)

## **Exhibit A Scope of Work**

Grantee 1      $(.967 \times .70) + (1.0 \times .30) = .977$

Grantee 2      $(1.00 \times .70) + (.666 \times .30) = .899$

Grantee 3      $(.778 \times .70) + (.555 \times .30) = .711$

Grantee 4      $(.577 \times .70) + (1.0 \times .30) = .703$

The top four respondents will be awarded the grants.

### **SUBMISSION OF PROPOSAL**

- Proposals should provide straightforward and concise descriptions of the Grantee's ability to satisfy the requirements of this RFA. The proposal must be complete and accurate. Omissions, inaccuracies or misstatements may be cause for rejection of a proposal.
- Proposals should be emailed to [Kaitlin.Meyer@cv.ca.gov](mailto:Kaitlin.Meyer@cv.ca.gov). **The email must have the RFA number in the subject line and the file must be titled with the RFA number and grantee name (For example: VGF19-002-GRANTEE).**
- Proposals must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a proposal to be rejected.
- A Grantee may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline as set forth in the Key Action Dates. Proposal modifications offered in any other manner, oral or written, will not be considered.
- A Grantee may withdraw its proposal by submitting a written withdrawal request to the State, signed by the Grantee or an authorized agent. A Grantee may thereafter submit a new proposal prior to the proposal submission deadline. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.
- The awarding agency may modify the RFA prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
- More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.
- No oral understanding or agreement shall be binding on either party.
- Include: Proof that the proposer, if a corporation, is in good standing and qualified to conduct business in California.
- Include: For proposers that are nonprofit organizations, proof of nonprofit status.
- Include copies of current business licenses, professional certifications, or other credentials.
- Attach a completed, signed Std. 204 Payee Data Form (link below)

### **AWARD AND PROTEST**

The scores for each criterion, based on the above rubric are added to get a final proposal score. The proposal receiving the highest score will be awarded the contract.

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Scope of Work**

Each bidder will be notified thereafter. Notice of the contract award will be given to each contractor and will be posted for a period of 5 days at [www.CaliforniaVolunteers.ca.gov](http://www.CaliforniaVolunteers.ca.gov).

If a contractor feels that the competition or award did not follow State law, a protest may be filed in writing with CaliforniaVolunteers within 24-hour period (excluding Saturday, Sunday, and legal holidays) following the Notice to Award posting on (8/19/2020) at the address stated on cover page of this RFA. Within 5 days after filing the protest, the protesting contractor shall file with CaliforniaVolunteers a full and complete written statement specifying the grounds for the protest. The bidder/protester must provide relevant facts and evidence to support their claim that includes citing pertinent laws, rules, regulations or procedures on which the protest is based. CV will stop any further action of the proposed contract award until resolution of the protest proposed award has occurred.

**GENERAL TERMS AND CONDITIONS**

GTC 04/2017 - General Terms and Conditions for non-IT services contracts except for Interagency Agreements (Effective on 4/4/2017), will be incorporated into contract and can be found online: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language?search=GTC%20610>

**CCC-307 CERTIFICATION CLAUSES**

<https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/CCC-307.pdf?la=en&hash=CEB65765C4BA3AD73235E23E34441AF81FFF031C>

**STD 204 PAYEE DATA FORM**

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

**DEPARTMENT CONTACT**

The project Representatives during the term of this agreement will be:

State Agency: California Volunteers	Contractor:
Name: Dave Smith	Name:
Phone: 916.323.7646	Phone:
Email: <a href="mailto:dave.smith@cv.ca.gov">dave.smith@cv.ca.gov</a>	Email:

Direct all inquiries to:

State Agency: California Volunteers	Contractor:
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**Exhibit A**  
**Scope of Work**

Section/Unit:	Section/Unit:
Attention: Dave Smith	Attention:
Address: 1400 10th Street, 2 <sup>ND</sup> Floor, Sacramento, CA 95814	Address:
Phone: 916.323.7646	Phone:
Fax:	Fax:

## Exhibit A Scope of Work

### SAMPLE: STD 213 Standard Agreement

**SCO ID:**

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

VGF19-

PURCHASING AUTHORITY NUMBER (If Applicable)

OPR-0650

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

OPR/California Volunteers

CONTRACTOR NAME

2. The term of this Agreement is:

START DATE

September 01, 2020

THROUGH END DATE

September 30, 2020

3. The maximum amount of this Agreement is:

TBD

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	TBD
Exhibit B	Budget Detail and Payment Provisions	TBD
Exhibit C *	General Terms and Conditions file:///C:/Users/californiavolunteers/Downloads/GTC%20April%202017%20FINALapril2017%20(1).pdf	Online
+		
-		

*Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.*

*These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>*

**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.**

**CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

CONTRACTOR BUSINESS ADDRESS

CITY

STATE

ZIP

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

OPR/California Volunteers

CONTRACTING AGENCY ADDRESS

1400 10th Street

CITY

Sacramento

STATE

CA

ZIP

95835

PRINTED NAME OF PERSON SIGNING

Josh Fryday

TITLE

Chief Service Officer

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (if Applicable)