

**VG19-001 Volunteer Capacity & Technical Assistance Trainer Request for Proposals
(RFP)**

Frequently Asked Questions

Updated August 3, 2020

Note: FAQs are organized by date received. Therefore, recent updates are at the end of the document.

- **Given the COVID-19 restrictions, is the assumption that all the training will be done virtually on a platform like Zoom (or whatever the preferred platform is for the department)? Please confirm.**

ANSWER: This is correct. Due to the limited timing for this training, as well as restrictions due to COVID-19, all training is expected to be done virtually.

- **Is the vision for all 45 CBO's to join on one training; or to do them by region for greater engagement? Or will the selected proposer do individual training sessions for each CBO?**

ANSWER: While there may be variability in this, the expectation is that all or most Community-Based Organizations (CBOs) could be in the training at the same time. However, with scheduling and other issues, it may be determined that it is unfeasible to have all CBOs join one training.

- **Will we be training a team from each CBO or just a representative?**

ANSWER: The trainer will be providing training to at least one representative from CBOs. The number will probably vary depending on the CBO.

- **If small groups, will CBO's be able to bring their volunteer leaders to the training session?**

ANSWER: CBOs will be able to bring representatives from their organization to participate in the training. This includes potentially their volunteer lead, program staff, and/or executive team. It depends on the CBO.

- **Is the length of the training pre-determined and the same for each CBO or customized per CBO?**

ANSWER: This is determined by the trainer, but the training should align with the Scope of Work of the RFP, with the intent to produce the deliverables outlined in the RFP.

- **The contract award is set for Aug 27th, with training slated for Sept 1-15. Are the dates already scheduled or is that something the proposer will do?**

ANSWER: Regarding the turnaround, this project is short term. Therefore, the expectation is that the contracted trainer will be able to provide the training as soon as the contract starts and would connect with CBOs to schedule the training.

- **The training report is due Sept 30, 2020. Will there be any additional reporting as we aim to monitor the impact of the training over time or is this an all-hands-on-deck project where we just need to build capacity for the CBO's and get them mobilizing volunteers?**

ANSWER: As this is a short-term project, the report on September 30th would be the last deliverable within the contract with the trainer.

- **Will the selection process include interviews?**

ANSWER: No, the selection process will not include interviews. There may be requests for clarification on proposals, but applicants will be selected based on their submitted proposal, as outlined in the RFP.

- **With the contract expected to start September 1, 2020, will the training content need to be developed by the day the contract starts?**

ANSWER: The expectation is that, with a background that aligns with the needs identified in the RFP, the trainer would be able to provide the content as soon as the contract starts.

- **How extensive is the capacity building training expected to be?**

ANSWER: This training should align with the intent of the RFP and, specifically, the elements identified within the Scope of Work. Therefore, the level of capacity building training must be in line with the intended deliverables and the time period for the training. While this is a short-term project, the expectation is that the training would be able to provide CBOs with skills needed to improve organizational capacity.

- **Will the training be a full virtual day, half day, or several modules over the two weeks (September 1-15)?**

ANSWER: This is up to the proposer and should be outlined in the proposal.

- **With the final impact report due two weeks after the training, will impact be measured by what CBOs plan to do with what they've learned, not what they actually have done?**

ANSWER: Per the RFP, it is expected that the trainer would evaluate the outcomes of the training by providing participating organizations with a pre- and post-assessment.

- **For the Cost Proposal, do we need to price it out hourly and per team member or can it be cost out by project?**

ANSWER: The cost proposal should reflect the costs of the project and include the costs per consultant, as outlined in the cost proposal attachment.

- **For the Cost Proposal worksheet (downloaded as an Excel document on the state procurement website), is it required to complete both tabs on the worksheet - Total Cost by Task & General Cost Proposal?**

ANSWER: Given that only the first tab (Total Cost by Task) was accessible on the PDF RFP provided on California Volunteers' website, California Volunteers will be scoring the budget based on the first tab in the Excel document version of the Cost Proposal worksheet.