# Addendum to RFP #2018-04
## Evaluation Services
## Proposers' Questions & Answers

**Q1.** **What has been the progress on the next steps identified in the Systems Change Action Plan? Has the Measurement Plan been finalized or will this be a key responsibility of the selected Proposer?**

A1. The following progress has been made on the next steps identified in the Systems Change Action Plan:

   a. Systems change strategies have been prioritized and implementation of strategies began in FY2016/17.
   b. First 5 Solano staff have been identified as leads for each strategy and information on progress has been shared with the Commission through the Systems and Policy Committee.
   c. The Systems Change Implementation Plan has been finalized.
   d. The Systems Change Measurement Plan is in progress has not been finalized.

Finalization of the Systems Change Measurement Plan will be the responsibility of the Proposer.


**Q2.** **If the Systems Change Measurement Plan has been finalized, has it yet been implemented with data being collected on systems change activities? Or will this begin in FY2018/29, led by the selected Proposer?**

A2. Although the Systems Change Measurement Plan has not been finalized, data is being collected by staff on progress to date. This information has been reported to Systems & Policy Committee and in the Commission's FY2016/17 Annual Report which can be found here (pages 18-22).


**Q3.** **Have there been previous early care and education landscape assessments in Solano County? If so, when was the last one completed and will the selected Proposer have access to that data to inform the 2018/19 landscape assessment?**

A3. First 5 Solano is not aware of any early care and education landscape assessments that have been completed to this scope and scale with recent data. The Local Childcare Planning Council has conducted some assessments with a more limited scope such as their 2016 Strategic Framework which included a local needs assessment. They are also currently conducting an assessment

associated with submitting a pilot plan in response to AB377. Both of these documents will be available to the successful Proposer.

**Q4.** **Page 1 and 2 of the Proposal Form look as though they must be completed and submitted in that template. As for the remaining sections, are we also asked to work within the template, or may we develop our answers in Word, to which we would insert your pages 1 and 2?**

A4. Proposers must utilize the Proposal Form.

**Q5.** **Related to that, can the proposal have a cover on it, or must the first page of the proposal be page 1 of the proposal form?**

A5. No additional documents other than those requested in the RFP should be submitted with the Proposal.

**Q6.** **For Section 2C, the attached report and presentation samples, may these be attached as addenda to the proposal document, or would you like them inserted into the main outline of required content?**

A6. These may be attached as addenda, but should be clearly labeled.

**Q7.** **In terms of a budget, we typically create an hours-based budget, with hours clearly assigned to specific tasks and categories of tasks. Hours are billed at a "loaded" or all-inclusive rate. Is this permissible, rather than a budget based on direct (staff FTE, supplies, mileage, etc) and indirect costs?**

A7. Proposers shall propose a budget and reimbursement methodology; no specific methodology is required. Regardless of methodology proposed, proposers should clearly explain resources which will be dedicated toward the project.