GCPC 2019-2021 REQUEST FOR PROPOSALS (RFP) FREQUENTLY ASKED QUESTIONS
LAST UPDATED 12/12/18

This Question and Answer document is intended as a resource in understanding and completing the current Request for Proposals Application and Narrative as well as the process for submitting and presenting the proposals and the review process. **It is important that you review these questions and answers in conjunction with the Request for Proposal, Application and Narrative documents for any detailed requirements, prohibitions and limits that apply.**

Q: What font size should be used to complete the application?

   A: Font size 11 should be used.

Q: Would it be beneficial to incorporate handouts and brochures as a part of the presentation to the Program Planning & Accountability (PPA) Committee?

   A: It may be helpful to have them available during the presentation or to leave them with the committee but keep in mind that presentations will be limited to 15 minutes.

Q: What will be the format of the presentation?

   A: More information will be sent out by December18, 2018 regarding the format of the presentation. They will be 15 minutes and you should allow time for questions the Committee may have within that 15 minutes.

Q: Can we show a video during the presentation?

   A: Yes.

Q: Should current in-kind or expected in-kind be submitted?

   A: Current in-kind (19% minimum) should be submitted but any updates can be reported during the presentation to the PPA committee.

Q: What should be submitted for the budget?

A: The budget should include all needs for services the program is proposing for the next 2 years (2019-2020 and 2020-2021).

Q: Do we need to include our attachments in the required four (4) copies?

A: No. You will need to submit one complete hard copy of everything, one electronic copy of everything either via email or on a flash drive and three additional copies of only the application/narrative of your RFP.

Q: If I am unable to use the check boxes on the application how do I indicate my selections?

A: You may place an '**X**' on either side of the box or highlight your selection.

Q: I am trying to format some of my text and when I do everything in the box is changed instead of the selected text. Why?

A: This is the result of having the text boxes set up as "plain text" vs. "rich text." Since we are so far into the process of completing the applications we will not make the changes to the application and special formatting will not be available.

Q: Where can I locate the GCPC Grant Scoring Criteria? The link in the application takes to the GCPC webpage.

A: On the GCPC webpage click on "RFP Process Begins" and then select "Fiscal Year 2021 Proposal Review (Excel)". This will download a copy of the scoring document.

Q: What is the status of the EC Profile indicator H10 ages 0-2 (it is currently labeled TBD)?

A: The correct label for 2016-17 EC Profile indicator H10 ages 0-2=5.2% should be "within range."

Q: If our program fits under more than one profile indicator should we include all that apply?

A: Reference any EC Profile indicators if your programming impacts them. All identified should be referenced in the logic model.

Q: Where do we include our volunteers who are counted as in-kind to the budget sheet?

A: In-kind staffing should be included in Attachment B on the Detailed Budget tab (see line 14).

Q: Are there any specifications for the format of the copies, i.e. double vs. single sided, how or if they are stapled/bound or hole-punched?

A: Double sided copies. If three-hole punched is easily completed that would be helpful, but not required. As far as binding, you only need to clip the pages together as they will be placed in binders for our review committee members.