

SDM-TAP Invitation For Bid (IFB)

QUESTIONS AND ANSWERS (Q&A)

- 1. This would be the first time we prepared a proposal of this nature. Could someone from your team contact us to discuss the process?**

Thank you for your interest in this SDM-TAP contract. All information for the application should be included in the IFB. Please download the event package and let us know if you have any questions. Please note that the required attachments are listed on page 17 of the document. These documents need to be submitted by the date/time on page 1 and to the address on page 1. We are not accepting electronic submissions at this time. Thank you!

- 2. Please send application. Thank you so very much for your support and flier regarding this.**

Thank you for your interest in the SDM-TAP contracts. The applications can be found at the links in the advertisement below. I've included them here as well. Please download the event package for the contract you are interested in, and let us know if you have any questions. Please note that the required attachments are listed on (or near) page 17 of the document. These documents need to be submitted by the date/time on page 1 and to the address on page 1. We are not accepting electronic submissions at this time.

SDM-TAP Warmline Services

SDM-TAP Evaluation Services

SDM-TAP Branding & Advertising Coordination Services

4. Could you let us know what the budget is for this work?

You would submit the anticipated total cost to SCDD as this is an Invitation for Bid.

5. Do you have an incumbent and would they be participating in this RFP?

No.

6. Could we request an electronic submission in light of the lifting of all delivery guarantees from all the courier companies?

No, all submissions must be submitted via mail or hand delivered to the address on the Invitation for Bid.

7. Could you let us know if you have a local preference or are you open to a Canadian agency that has done similar work with clients across the United States, with some currently being the States of California, Colorado and Wyoming?

We are open to receiving bids from organizations outside of California.

8. Advertising Contractor will provide training to SDM-TAP employees, contractor representatives and grantee representatives. How many training sessions are anticipated? Are these Zoom training sessions OR live meetings?

There are no set number of trainings, and they may be virtual as long as they meet the need. They need to help SCDD staff and a maximum of 8 grantees and other contractors use and understand the brand guide.

9. "Creating and maintaining an SDM-TAP social media presence", How many posts per month? How many social media platforms?

Per the Invitation for Bid (IFB), "There will be an emphasis on connecting with parent/family/self-advocate support groups on Facebook." We would defer to the contractor to include other platforms and determine the number of posts per month.

10. What is the overall budget? In what format does the Brand Book need to be delivered in? A PDF? Digital platform? Are the brand elements linked to an existing campaign? Would this include a new brand logo?

Bidders are responsible for determining the budget necessary to accomplish the goals outlined in the IFB. A PDF for the brand guide would be great. It would need a logo. The SDM-TAP is a brand new program, but is housed within the SCDD so it should call to mind or refer back to SCDD in the branding.

11. Are there specific focus markets? Does underserved include rural and tech free? SDM-TAP focuses on helping individuals with Intellectual/ Developmental Disabilities (I/DD), individuals with mental health issues, and members of the aging population to implement Supported Decision Making.

Projects will focus on culturally, ethnically, geographically, economically and linguistically diverse, underserved populations (e.g., Black/African American, Asian, Hispanic/Latino, etc., in addition to low income, bilingual or non-English-speaking, inner city and/or deeply rural populations, homeless or in licensed/foster care settings, and/or those from Native/Tribal communities) in urban and/or rural settings throughout the State.

12. Besides the licenses, insurances, and references, can you please provide detailed instructions on what is required for proposal submission? Related to the question above, can you please provide any instructions for the proposal submission?

Please review Attachment 1 entitled Bid Submission Attachment Checklist on page 17 of the IFB. Detailed instructions are found in the IFB.

13. Can you please provide detail surrounding how the proposals will be scored and evaluated outside of the price and compliance factor?

Please review the Evaluation and Selection details on page 9 of the IFB.