

RFP Questions & Answers

through Monday, February 11, 2019

- **Under the Lead Organization section of the RFP, we are asked to "provide references relevant to role as Lead Organization". Are you requesting letters to be included in the proposal or a list of references?**
 - As stated in the RFP, there are several requirements for an organization who wishes to serve as the Lead Organization in a partnership including, but not limited to: administrative capacity, fiscal responsibility, and past experiences in data collection and managing partnerships of a similar nature. Lead Organizations are required to provide references relevant to their role as a Lead Organization, which may be in the form of letters. As is deemed helpful, the Applicant may submit additional Letters of Support. Please note that the Committee may not review all additional letters of support submitted.
- **What demographic info are you looking for regarding an organization's staff and board?**
 - In including the bullet that the Lead Organization should "*reflect the families or community they serve – as evidenced by demographic information about board and staff that is provided*", the Committee acknowledges the importance of representation, especially within the context of this process and the population to be served. A board or staff that reflects "*the communities or families they serve*" could be demonstrated by providing aggregate information about the race/ethnicity, nationality, gender or gender identity, physical ability, languages spoken, and/or shared life experiences of staff and board, as deemed relevant by the partnership.
- **The Additional Documents section of the application requests (A) Planning Phase Budget and (F) Letter of Affirmation. Are there templates available for these attachments or should we create our own documents?**
 - Apart from the attachments located in the [appendices of the RFP](#) (pgs. 18-41), the Committee does not have templates for these additional documents. Partnerships may create their own documents to provide the information requested as clearly as possible.