Questions & Answers:

Contractor Services to Support Implementation of the Nevada County Master Plan for Aging (MPA) Local Playbook

Question 1:

The RFP excludes resumes and attachments from the 10-page limit. Does the limit include the cover letter and/or title page?

Answer 1:

Section VII. Proposal Content and Format states “proposals should be no more than 10 pages (excluding resumes/attachments) and include: Cover letter introducing the proposer and summarizing their approach.”

The cover letter and/or title page are included in the 10-page limit, while resumes and attachments are excluded.

Question 2:

I understand the Year 4 update covers the Action Plan only, not the full Playbook report, and may include revisiting goals as well as strategic actions. Is that correct?

Answer 2:

Yes, that is correct. Completion of the Year 4 Action Plan Update does not include a full Playbook report but may include revisiting goals and strategic actions. Section II- Purpose and Scope of Work, Task 4: Year 4 Action Plan Update includes completion “of an Action Plan Update in Year 4 that assesses what was accomplished in the current plan period and establishes goals and strategic actions to drive the coming three years… and producing a final written Action Plan Update document.”

Question 3:

The current Action Plan ran through June 2026, and the RFP schedules the Year 4 update for Months 16–24 (about March to November 2028, assuming a December 2026 start). Can I assume partners will keep working from the current plan in the meantime, with ongoing updates until the formal update is finalized?

Answer 3:

Yes, partners will continue to work from the current plan, with ongoing updates, until the formal update is finalized.

Question 4:

Do the workgroups align with the six goal areas? About how many members are in each workgroup, and are they led by a single lead or co-leads? How often do the full work groups meet, and how do they meet (in person, virtually, or both)?

Answer 4:

Yes, the workgroups are aligned with the six goal areas in the Master Plan for Aging. The workgroups are in various stages. Chairs and co-chairs have been identified for each work group, and initial data collection will be needed to determine the status of the workgroups, and how and how often they meet.

Section II. Purpose and Scope of Work Task 1: Initial Planning and Data Collection states, "This task also includes reviewing the full Local Playbook — across all six goal areas — to document current status, identify which strategic actions have stalled, and surface the barriers behind those delays so they can be addressed in later tasks."

Section III. Current Status and Special Considerations also states that "Some goal areas have active momentum; others have stalled. Proposals should describe how the contractor's approach will:

- Quickly assess what already exists (data, partner relationships, prior work products) before building new systems
- Diagnose why specific initiatives stalled and propose realistic paths to restart them"

Question 5:

How many members are in the Local Playbook coalition, and does it include partners beyond the workgroups? How often does the full coalition meet, and does it have a steering committee or leadership group?

Answer 5:

Nevada County's Aging and Disability Resource Connection (ADRC) is the local coalition tasked with implementing the Mater Plan for Aging Local Playbook. Nevada ADRC is comprised of about 40 local organizations serving older adults and people with disabilities. Not all members of the ADRC are involved in workgroups, but MPA updates are brought to the Quarterly ADRC Advisory meetings which are open to all members of the ADRC. A steering committee of the ADRC Core Partners, FREED Center for Independent Living and Agency on Aging Area 4, meets monthly to plan and coordinate ADRC and MPA implementation efforts.

Question 6:

Could you please clarify the anticipated workflow for this contract—specifically, whether the scope of work is expected to be performed fully on-site, remotely, or via a hybrid arrangement?

Answer 6:

The anticipated workflow for this contract is outlined in Section IV. Deliverables and Timeline and details the Target Timing for each Deliverable.

The work of this contract is expected to be performed primarily off-site, with in-person and/or hybrid meetings with staff and workgroup participants as needed. The ADRC Advisory meetings and

Steering Committee meetings are held on Zoom, and workgroup meetings may be in-person, virtual, or hybrid, depending on the needs of the group.

Question 7:

Can proposers include an indirect cost line (for example, 10% of labor for contract administration and insurance), or should overhead be built into the hourly rate?

Answer 7:

Section V. Budget and Payment Structure states that "A total of $90,909 is available for this contract. This is a not-to-exceed hourly-rate contract: the contractor will invoice against an approved hourly rate (or blended rates, if proposing a team) up to the total award amount, and will not be paid on a fixed-price or milestone basis.

Proposals must include:

- Proposed hourly rate(s) by role, if more than one person will work on the contract
- An estimated hours budget by task (Tasks 1–4 above), showing how the proposer expects to allocate hours across the full 18–24-month period
- Any anticipated non-labor costs (e.g., software/database hosting fees) and how those would be billed against the not-to-exceed total"

It is up to the proposer to determine the structure of their budget proposal, whether to specify non-labor costs or through an indirect cost line, or include those costs in their hourly rate.

Question 8:

Are meeting-related costs, such as refreshments, printed materials, or room rental for workgroup and coalition sessions, allowable under the California Strategic Growth Council (SGC) Community Resilience Centers (CRC) grant? If so, should proposers include these as non-labor costs, or will FREED provide them directly?

Answer 8:

Yes, meeting-related costs are allowable under the CRC grant if they directly support eligible community engagement or project activities and follow cost reasonableness and documentation requirements. Food costs are allowable when integral to community engagement and when they replace a missed meal during eligible events. Alcohol is prohibited. Printed materials fall under supplies or community engagement and outreach and are eligible when tied to approved workplan activities. Room rental is included within allowable direct costs when necessary for carrying out engagement or implementation activities. These costs should be included in the proposer's budget as direct, non-labor costs (e.g., supplies, other direct costs, subcontracted facilitation).

Question 9:

If selected, may the contractor bring in subcontractors after the proposal is submitted, such as for facilitation or data support, if their work stays within the contract budget? Would FREED need to approve subcontractors in advance, and are there any SGC CRC grant requirements for them?

Answer 9:

Yes, contractors may use subcontractors, but subcontractors must be identified, budgeted, procured, and approved in alignment with SGC's procurement and contract requirements which include maximizing competition, conflict of interest safeguards, and cost reasonableness. FREED must approve subcontractors before they are used and subcontractors shall be subject to the same requirements as the contractor.