

RFQ#2017HSD02 – Resource Family Recruiter  
Questions and Answers

Published in accordance with section 3.c. found on page 2 of the RFP packet available online at  
<http://santacruzhumanservices.org/HSDHome/RequestforProposals.aspx>

**Disseminated November 2, 2016**

1. Please share a soft copy of Qualifications and References and Project Budget forms.

*Answer – As noted in the bidder’s conference on 10/27/16, the RFQ document originally published to our website on 10/18/16 was missing the Forms and Attachments. This was corrected on 10/28/16 by uploading to our website the correct and complete RFQ that includes all forms and attachments. There were no other changes made to the RFQ. Provision of the forms does not constitute a change in the substance of the request.*

*The RFQ includes the following required documents:*

- *Response Cover Sheet (Exhibit A) – A PDF representation of the form is part of the updated RFQ document uploaded to the web. A fillable form has been provided as a separate document, with a link to it also available online.*
- *Qualifications/Experience and References – no specific form beyond the details provided in the RFQ, starting on page 9 under Section 10. Generally speaking we would expect this to be a document which would have been produced in a word processing application.*
- *Project Budget – there is no specific form beyond the details provided in the RFQ on page 4 “Cost of Service” and page 10 “Project Budget”. Respondents may create a “form” with an hourly rate inclusive of all costs related to providing the services. The line item budget would be of the Respondent’s design, which may provide categories of work, time periods, or some other quantifier for groupings of hours/costs. Alternatively, a line item budget may include simply Direct and Indirect costs, or be a simple hourly rate for all services of any kind. Provision of the Project Budget is up to the discretion of the Respondent, and may be negotiated by the County prior to contract signing.*
- *Non-Collusion Declaration (Exhibit B) and Protest and Appeals Procedure (Exhibit C) – the specific forms are now included in the master RFQ available online. Word documents are now available online as an additional format option. You may print and complete the form in writing, utilize a word processing tool to edit the form with your entries – then print, or produce by any means available so long as a true representation of the form is provided & completed.*