SAN DIEGO COMMUNITY POWER

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Program Administration Services for Community Grant Program
RFP No. 23-008
Questions & Answers

August 28, 2023

San Diego Community Power (SDCP) received the following questions by the deadline stipulated in the RFP.

Question 1: How many grants per year is SDCP looking to fund within the program?

Answer: The number of grants per year may vary based on the total annual program budget, however, SDCP anticipates the number of grants to not exceed 15-20. Per the program policy, "individual grant amounts shall not exceed 15% of the total annual approved program budget". For the Fiscal Year 2022-23 program, grants were provided to 10 organizations.

Question 2: In the Proposed Method to Accomplish the Work section, can the schedule be provided as an attachment, or must it fit within the 1-page limit alongside the narrative?

Answer: Proposers can include the schedule as an attachment.

Question 3: These two documents don't list a page limit: Conflicts of Interest and Exceptions to RFP/Professional Services Agreement. Are there limits for these two?

Answer: The Conflicts of Interest (V.B.8) and Exceptions to RFP/Professional Services Agreement (V.B.9) sections do not have page limits but SDCP anticipates them to not exceed two pages each.

Question 4: Are there any preferred formatting criteria: page size, preferred font and font size, margins, footers and headers, etc.?

Answer: Please keep submissions to 8.5" x 11" and use size 11 font in Arial, Calibri, or an equivalent font.

Question 5: Is there a file size limit?

Answer: The maximum file size that can be uploaded to the submissions form is 500MB.

Question 6: Are there any lists or resources for details on the past grant administration, that include: A) How many grants were administered during the year and what the schedule for those was? B) Any examples of milestones, and examples of deliverables that are expected?

Answer: SDCP's Community Grant Program webpage includes information on the past grant cycle in addition to this press release. A total of 10 grants were administered for the Fiscal Year 2022-23 program. SDCP anticipates opening the

Fiscal Year 2023-24 program in early 2024 and awarding grants to organizations no later than June 2024.

Question 7: Is there a number of funding sources that are expected per year to fund the program? Is there a % in match funds or funding from other grants? If grants, how many per year?

Answer: The primary source of funding is allocated by SDCP during its annual budgeting process. As referenced in Task 1 in the Scope of Services, SDCP is seeking a program administrator to help identify potential additional funding sources to increase the program budget.

Question 8: Is this grant program a standalone initiative for SDCP or is this envisioned to be a piece of a larger effort around community impact and philanthropy within the organization? "Firm will help identify potential additional funding sources to increase the program budget (i.e., match funding). When feasible and appropriate, firm will seek out funding sources."

Answer: This program is currently a standalone initiative, but SDCP expects the selected program administrator to assist in identifying additional funding sources for the initiative.

Question 9: Will you carry over the existing grants management platform from SD Foundation or are you looking for the selected provider to include securing and implementing a new platform in the narrative and fee structure? If the latter, should this cost be calculated into the program budget set by the firm or are additional operational funds available for purchasing a grant management platform? "Firm will facilitate the grant application and evaluation process from start to finish."

Answer: The existing grants management platform will not be carried over if a new program administrator is selected. SDCP expects program administrators to manage the grants using their recommended platform or process. If securing and implementing a grants management platform is part of the proposer's approach, it should be included in the program budget set by the firm.