June 18, 2020

Request for Proposals
November 3, 2020, Consolidated General Election Voter Outreach Partnership

Questions and Answers

Q1. On page 5, "(The DOE invites applicants to include in their plans the recruitment of at least 50 bilingual poll workers"...) Is this a requirement of the grant, or just a desirable deliverable.

A1. A plan to help recruit bilingual poll workers for the upcoming election is one of the items that will be considered during the review of proposals by the DOE grantee selection panel, as noted in section 5.3 (Evaluation Criteria). Each grantee will be required to develop an "effective and engaging outreach plan," including a description of some combination of methods designed to recruit at least 50 bilingual poll workers.

Q2. Can we have 20-30 bilingual poll worker?

A2. Please see above. The Department will expect each grantee to make a good faith effort to recruit as close to 50 bilingual poll workers as possible.

Q3. Who can be a poll worker?

A3. To be a poll worker in California, a person must be 1) a registered California voter, 2) a legal resident of the United States who would be eligible to vote except for their citizenship status, or 3) an eligible high school student. For more information, visit https://sfelections.sfgov.org/serve-poll-worker. The Department will provide information about poll worker qualifications and ways to apply to become a poll worker in its grantee outreach training.

Q4. Do you provide voters' address to send out the materials?

A4. The Department does not intend to provide voter registration information to grantees (although an interested party may request the voter file through an application available on the Department's website at https://sfelections.sfgov.org/sites/default/files/Documents/Application_for_Voter_Registration_Information_122217.pdf)

Q5. Is there specific documentation or information that you are looking for to show proof [that an applicant meets the minimum requirements]?

A5. In determining whether an applicant meets the minimum requirements listed in section 4.1 of the RFP, the selection panel will use the *IRS Tax Exempt Organization Search Tool* to evaluate the status of the applicant organization with respect to the first minimum requirement, the *CADOJ Registry Verification Search Tool* to evaluate the status of the applicant organization with respect to the third minimum requirement, and Part B (Proposal Narrative) of the application itself to evaluate the status of the applicant organization with respect to the second, fourth, and fifth minimum requirements.

Q6. The due date in the RFP is listed as Friday, June 23. The 23rd is not a Friday. Can you please confirm the due date is Tuesday, June 23rd?

A6. While the title page and the schedule both show the correct due date of Tuesday, June 23, 2020, the sentence in section 4.5 (Delivery of Proposal) should read, *"Applicants shall email complete proposals to DOE.RFP2020@sfgov.org with the subject "2020 Outreach RFP" by 5:00 p.m., on ~~Friday~~, Tuesday, June 23, 2020."* On June 17, the Department issued an addendum to this RFP clarifying the due date for submission of proposals.

Q7. Where can we find the "City's Model Grant Agreement"?

A7. The *Model Grant Agreement* referred to in section 4.2 (Use of Funds) of the RFP can be found at: https://sfgov.org/oca/G-100%20%284-19%29%20Grant%20Template.docx

For your convenience, the blue text in the PDF version of the RFP contains a hyperlink to this template (on the Office of Contract Administration's website).

Q8. What's your preference/emphasis on the outreach plan, for example one-on-one outreach/small group workshop or increase awareness in the community by putting up posters in different neighborhoods?

A8. Given the uncertain nature of holding live events of any kind while social distancing rules are in effect, the Department anticipates that most proposed outreach plans will include creative no-contact methods, such as interactive online meetings and presentations. While we encourage you to plan a limited number of one-on-one or small group workshops, we also advise you to have back-up plans for all such workshops, in the event that social distancing rules change or increased quarantines become necessary.