



**Capacity Building & Learnings Committee
Vendor Questions**

Category	Question	Answer
General	The evaluation plan is to be developed in partnership with Contributing Partners of the Fund. Can you elaborate on what that partnership would look like/how it would function, in light of the large number of partners? Would the "Learnings and Capacity Building Committee" be the primary body we'd interact with? Is there a lead entity/point of contact?	Consultants will work primarily and collaboratively with California Community Foundation (CCF) staff, who serve as the administrator of the Fund, and the Capacity Building and Learning Committee, composed of approximately ten representatives from the Fund's contributing partners.
General	Who is on the Learnings and Capacity Buildings Committee? Would you consider including a few leaders from grantee organizations (if you haven't already)?	Consultants will work primarily and collaboratively with California Community Foundation (CCF) staff, who serve as the administrator of the Fund, and the Capacity Building and Learning Committee, composed of approximately ten representatives from the Fund's contributing partners. We are open to considering approaches that include and engage grantees that are in alignment with our guiding principles. As noted in the capacity building RFP, approaches are intended to seek input from and address grantee

		needs.
General	How are the responsibilities in assessing capacity building needs of grantees divided between the capacity building and evaluation consultants?	We expect this to be a complementary process, with different outcomes. Engagement opportunities may overlap. However, the primary lead to determine the engagement strategy and development of the capacity building program will be led by the selected capacity building consultant. In general terms, the evaluation is intended to understand and reflect the larger picture of the Fund while the capacity building program is intended to understand the needs of grantees to develop grantee-specific capacity building program.
General	What are the objectives for the first set of grantee reports (due 3/31/22)? Is there any flexibility in the report timing to ensure that the report content aligns with the evaluation framework?	As a condition to ensure compliance of the grant agreement, grantees are required to submit annual reports. Proposals for additional grantee engagement and/or surveys/reports can be proposed. The desire is for the evaluation to have a grantee-informed approach while also being thoughtful about not overburdening grantees with reporting and/or data collection.
General	What was the selection criteria for grantees? If possible, please share the selection rubric/criteria.	Selection criteria for the Fund is articulated in the original grant application materials .

General	What reporting/participation requirements have already been established with grantees who have been awarded funds?	Grantees have been notified of annual reporting deadlines; however, the details of these reports and/or engagement have yet to be communicated or been established.
General	Are you open to hiring the same firm to do both evaluation and capacity building? If so, under what terms? For example, would you expect that the firm would have separate teams on the evaluation and capacity building?	Yes, as noted, firms may submit a single proposal for both RFPs as long as the criteria for both RFPs are met and distinguishable. There are no set expectations on team composition and structure should one firm respond for both RFPs. Understanding the complementary nature of the RFPs, single firms with a singular or separate teams responding to both RFPs may want to provide a plan on how the team(s) will work together.
General	Can the same agency/collaboration submit and be selected for both projects? If so, can we submit one application that combines responses for both?	Yes, as noted, firms may submit a single proposal for both RFPs as long as the criteria for both RFPs are met and distinguishable. There are no set expectations on team composition and structure should one firm respond for both RFPs. Understanding the complementary nature of the RFPs, single firms with a singular or separate teams responding to both RFPs may want to provide a plan on how the team(s) will work together.
General	How much in-person engagement is anticipated/desired? To this point, most things have been online only, however, throughout the next two years that might change. What are the expectations and desires around in-person vs. online activities?	There is no prescribed engagement approach (i.e. online vs in-person, or a combination of both) as long as it is as accessible as possible.

General	How does CCF anticipate funding partners participating?	Consultants can propose a funder engagement approach. Consultants will work primarily and collaboratively with California Community Foundation (CCF) staff, who serve as the administrator of the Fund, and the Capacity Building and Learning Committee, composed of approximately ten representatives from the Fund's contributing partners.
General	Is CCF open to a broader perspective on investigating, exploring, examining, reflecting on what recovery means and understanding the dynamics of recovery?	Yes, consultants can propose broader perspectives on these issues and be included in the proposal. At the same time, the primary desire is for the evaluation and capacity building efforts to have a grantee-informed approach while also being thoughtful about not overburdening grantees with reporting and/or asks.
General	How is CCF defining recovery?	Recovery is defined broadly.
General	What is the appetite for participatory/co-creation of evaluation and capacity building design?	As a principle value of the Fund, the final capacity building program should be designed with input from grantees. To that end, a mixed group of funders and grantees as an engagement plan can be proposed. Consultants are welcome to include their approach to best capture qualitative grantee feedback while also acknowledging the Fund's desire not to overburden grantees.
General	Can we provide past reports as examples of final products for other clients?	Yes, past examples of reports and/or services provided to past clients may help inform the decision process.

General	I see the RFP calls for team bios. Would you like/encourage full resumes/CVs as an appendix or prefer to just stick to the brief narrative bio within the 10-12 page count limit? Similarly, we often include "project one-pagers" as work samples in an appendix, but can omit that, as desired.	Consultants are free to submit any materials that are additive to the RFP and inform the decision process. Additionally, past examples of reports and other final products provided to past clients will help inform the decision process.
Evaluation	What are key Contributing Partners' goals for this evaluation? What do they most want to learn from it?	Please reference the Evaluation Framework and specifically "Key Questions" section to inform your proposed response to the Evaluation RFP. Primarily, Contributing Partners want to understand how the Fund helped or is helping grantee organizations recover and build back their programs. Secondly, Contributing Partners want to document the collaborative model and processes to share lessons learned about recovery efforts.
Evaluation	To what degree are grantees' time costs to participate in the evaluation (focus groups, interviews, surveys, report submissions, convenings) already compensated as part of their grant?	As a condition of the grant agreement, grantees are required to submit annual reports. Proposals for additional grantee engagement and/or surveys/reports can be proposed. The desire is for the evaluation to have a grantee-informed approach while also being thoughtful about not overburdening grantees with reporting and/or significant data collection. If any additional compensation for grantees is recommended, please include within your proposal budget.

Evaluation	What percent of time will be dedicated to understanding the impact of funding on grantees' operations/programming versus understanding the funding collaborative? As a follow-up, how much primary data collection with members of the funding collaborative is expected?	We are open to considering evaluation approaches - this includes data collection methods - that you would propose that best address our areas of learning specified in the evaluation framework, and are in alignment with our guiding principles.
Evaluation	To what extent should this be designed as a participatory (vs traditional) evaluation? For example, what role should the grantees have, if any, in defining what success is for the LA Arts Recovery Fund?	We are open to considering evaluation approaches - this includes data collection methods - that you would propose that best address our areas of learning specified in the evaluation framework. Evaluation activities will measure both short and long-term impact, offering data that informs both real-time, continuous learning as well as the overall, long-term impact of the Fund.
Evaluation	To what extent should the evaluation design be developmental (e.g. real time or continuous learning) versus summative (learnings to come at end of fund activity)?	We are open to considering evaluation approaches - this includes data collection methods - that you would propose that best address our areas of learning specified in the evaluation framework. Evaluation activities will measure both short and long-term impact, offering data that informs both real-time, continuous learning as well as the overall, long-term impact of the Fund.
Evaluation	How much is CCF focused on assessing individual organizations vs. across the organizations? There is a lot in the evaluation RFP about working with individual organizations but also wanting to know about the impact of the program overall. How is CCF looking to reconcile or balance these two perspectives?	The focus is to assess across organizations, which may include individual engagements/responses. It is not meant to be an assessment of individuals organizations. Other groupings may also be reflected through the course of discovery, such as by discipline, size, geographic location, etc.

		Proposed case studies on themes can be included in the proposal.
Capacity Building	What activities are included in "capacity building"?	We are open to a range of capacity building activities that address needs shared by grantees.
Capacity Building	My question relates to Budget Estimates for a range of options up to \$1 million, which includes delivery of capacity building as well as professional service fees. I am not clear on what that means. Are you looking for different "types" of options that cost \$1M each? Or perhaps small, medium, and large options? Can you please be more specific on how many options you are looking for?	We are open to considering a range of capacity building options and approaches that address stated grantee needs. The total allocation for this scope of work is up to \$1 million, which includes delivery of capacity building services, and fees to project manage and coordinate logistics for the delivery of capacity building program offerings in partnership with other selected capacity building providers if/as needed, based on grantee needs. A menu of options with varying degrees of services and budgets can include and is not limited to the following: • Options that total the \$1 million • Incremental options (i.e. small, medium, and large) that total \$1 million • All or a combination of the above In any scenario selected, it is important to distinguish professional service fees so that we can identify the difference between service delivery and fees.