

**FAMILY VISITATION CENTER REQUEST FOR PROPOSAL
QUESTIONS AND ANSWERS
[Current as of September 21, 2012]**

The following are questions that the Court has received regarding the RFP and the Court's answers:

1. How many copies of the Finance Proposal are to be submitted?
A: The same as the Program proposal, one original and 2 copies and an electronic copy to be e-mailed to Timothy Gee at tgee@sanmateocourt.org.

2. Are the hours of operation as set forth in the RFP set?
A: The schedule set out in the RFP is what the Court would like to have. Please address in your proposal your ability to adhere to this schedule. The Court is open to any other proposal that you may have, so long as it provides for sufficient service to the constituency. If you proposal a different schedule please specify:
 - The data that you have to support the proposal;
 - Why the proposal would be more beneficial to those serviced than that which is proposed; and
 - Would it be more financially feasible to alter the schedule?

3. Is there a set budget format?
A: No, just be as specific as you can to provide the detail as to how your proposed budget was reached.

4. Do we have an expected budget range?
A. In these times of increasing budget constraints, the Court's target is to award this program to a vendor who can maintain the highest quality of service to the greatest number of clients while trying to not exceed our current contract amount with our current vendor.

5. Do the Certification forms need to be signed and included with the proposal?
A. No. They are in the RFP for you to know what is expected and what will need to be signed at the time the contract is signed. Do not sign or return them to the Court. Please not in your proposal whether you are willing to sign them or not or if you have any objections.

However, please provide a copy of your proof of insurance that meets the specified requirements in the RFP. An actual certificate of insurance with the Courts named as additionally insured will be required when the contract is signed.

6. Please note that a Fee Schedule for services based on a sliding schedule of the party's ability to pay, will be required for the Court's review and approval at the time of the contract signing.