

RFP 2012-009
Social Marketing, Civic Engagement and Facilitation Services
for Spare the Air Resource Teams

Questions and Answers

1. Who were the consultants that have handled this work in the past for the BAAQMD?

Community Focus has facilitated and administered the Spare the Air resource teams since the Spare the Air program began in 1991.

2. How often is each Resource Team expected to meet?

Teams meet in person approximately five times a year, more frequently when needed for project specific discussions. The more frequent meetings have sometimes taken place via conference call and sometimes only involve a subcommittee of the full teams. In 2011, the teams met a total of 52 times.

3. Should the cost proposal include costs for the Resource Teams, such as room rental fees?

All anticipated costs should be included in the proposal. In general resource team members volunteer room locations, and renting rooms is not needed. If a team project (e.g., a workshop or other event) requires a room rental, the team can use their project seed funding to cover this expense.

4. Can travel costs be included in the cost proposal?

Proposers should anticipate travel expenses. Proposals should specify whether travel estimates are included in their hourly rates or broken out separately.