

## San Francisco Bay Conservation and Development Commission

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## Questions and Answers

### Question #1

**Inter-Agency Content Synergy:** To maximize fiscal efficiency for the State, will BCDC permit the consultant to adapt and integrate high-fidelity visual assets and research from our concurrent Tribal initiatives in other California jurisdictions, provided they align with BCDC's strategic goals?

### Answer #1

The contractor may adapt existing assets to complete the tasks in the contract provided that the assets meet BCDC's style guide and brand requirements. Per Exhibit D, Special Terms and Conditions (included in the contract package), there is a clause regarding Confidentiality and Work-Product Ownership stating that any assets provided by the contractor to BCDC will remain BCDC's intellectual property at the conclusion of the contract term.

### Question #2

**LMS Specifications:** Does BCDC have a preferred Content Management System or Learning Management System for the hosting of final digital training deliverables, or should the proposal include a recommendation for a third-party platform for long-term scalability?

### Answer #2

BCDC uses Sharepoint as its content management system, and the deliverables will be hosted there. A recommendation for a third-party platform is beyond the scope of this RFP.

### Question #3

**The "Uncomfortable Support" Framework:** Task 3 involves high-stakes engagement with Tribal partners; does BCDC's current communications strategy include established protocols for navigating 'uncomfortable' land-use conflicts where Tribal sovereignty and State agency mandates may initially clash?

### Answer #3

Yes. BCDC observes the [Tribal Consultation Policy](#) as established by the California Natural Resources Agency, which incorporates by reference Appendix 2: Tribal Consultation Best Practices. Within Appendix 2 are best practices relating to navigating differences in opinion during a tribal consultation. Specifically:

- “Conflicting Opinions:
  - While consensus is a goal of tribal consultation, consensus may not always be feasible for a variety of reasons. For example, a tribe may disagree with a department’s decision, or a department may receive dissenting opinions from one or more consulting tribes. Regardless of the cause, department staff are encouraged to consider the following when navigating conflicting opinions and seeking dispute resolution:
    - Clear Communication: Have you evaluated your department’s limitations and clearly explained them to the tribe?
    - Elevate: While it is a best practice for decision-makers to be present when meeting with tribes, if the decision-maker is unable to attend a meeting where tribal and department staff cannot reach consensus, have you offered to set up a meeting between the decision-maker and the tribe? (i.e., have you assisted the tribe in elevating the concern through your normal chain of command and clearly communicated your chain of command to the tribe?)
    - Connect: Can you offer any assistance or connect the tribe to other state departments or processes that may help address the tribe’s concern if your department does not have the jurisdiction to do so?
    - Seek Assistance: Does your department possess, or can it outsource, resources to assist with a facilitated conversation?
  - Part of respecting tribal sovereignty is understanding and accepting that, just as with people, tribes are entitled to their own opinions and judgement of what is best for their government and communities. The role of department staff is to clearly document dissenting opinions, identify all dispute resolution strategies that have been employed to date, and seek guidance from department tribal liaisons and executive leadership as appropriate.”

(App. 2, pp. 42-43.)

- “Elevating Concerns:
  - While a goal of tribal consultation is to reach mutual understanding and ideally agreement, agreement may not always be feasible for one or both parties. If a tribe or department is not satisfied with a particular outcome and wishes to elevate a specific concern, we respectfully request that tribes follow the typical chain of command. Following the typical chain of command will allow departments and CNRA to work through the state’s internal process and to address the tribe’s concerns on department actions.
    - Step 0: Work with department staff to address any concerns
    - Step 1: Request a meeting with the Deputy Department Tribal Liaison (if applicable)
    - Step 2: Request a meeting with the Department Tribal Liaison
    - Step 3: Request a meeting with the Department Director
    - Step 4: Request a meeting with the CNRA Tribal Liaison and Deputy Secretary for Tribal Affairs
    - Step 5: Request a meeting with the Secretary for Natural Resources

- Step 6: Request a meeting with the Governor’s Office of Tribal Affairs Secretary.”

(App. 2, p. 32.)

Therefore, in a situation where conflicts between tribal sovereignty and state mandates arise during a consultation, BCDC may consult the above guidance in an attempt to navigate the disagreement.

#### **Question #4**

**Stipend Oversight & Administration:** Will BCDC provide the specific administrative criteria and disbursement protocols for the \$5,000 Tribal stipend, or is the consultant responsible for developing the full fiscal oversight and trauma-informed tracking process?

#### **Answer #4**

BCDC will provide specific administrative criteria and disbursement protocols for the multiple tribal stipends totaling \$5,000. BCDC will provide fiscal oversight and BCDC reserves the right to make modifications as needed.

#### **Question #5**

Task 1 states: Provide additional communications support and related services, as assigned, to meet evolving agency priorities, project demands, and operational needs. **Question:** Can you please specify what additional communications support and related services may be requested, including expected tasks?

#### **Answer #5**

BCDC’s communications support needs may change during the term of the contract based on agency priorities, project timelines, public engagement needs, and operational demands. Additional communications support and related services may include a range of strategic, editorial, digital, outreach, and project-based assistance consistent with the scope of work. Expected tasks may involve developing or updating communications materials, providing messaging and content support, assisting with stakeholder or public-facing communications efforts, supporting time-sensitive assignments, and performing other related communications services as needed. The contractor should maintain sufficient flexibility and capacity to respond to these evolving needs.

#### **Question #6**

Task 2 states: Provide additional as-needed support for document editing, multimedia and graphic development. **Question:** Can you please specify what additional support will be needed broken down by type of support (document editing, multimedia development, graphic development)?

#### **Answer #6**

Additional support under Task 2 will be requested on an as-needed basis, depending on agency priorities, project demands, and operational needs. This support may include document editing services,

multimedia development, and graphic development consistent with the scope of work. Specific assignments will vary by project and may involve updating, refining, or preparing materials for internal or external communications purposes. The contractor should be prepared to provide flexible support across these areas as requested during the term of the contract.

**Question #7**

Task 5 states: Managing gifts, food, and alcohol, including identifying appropriate “swag” for guests, securing awards for the awards ceremony, procuring food including morning coffee, lunch, and an evening reception that includes beer and wine. **Question:** Is the cost of food, alcohol and awards expected to be paid by the Consultant through this RFP?

**Answer #7**

Pending DGS response.

**Question #8**

Part B) Minimum Qualifications for Proposers Section 5) c) states that all documents contained in the original proposal package must have original signatures. **Question :** Are digital signatures allowed for subcontractors from a different state or location?

**Answer #8**

Yes, digital signatures are allowed for subcontractors located in another state or location. The State of California accepts legally valid electronic signatures as long as they comply with state and federal e-signature regulations, and the method used provides authentication and a verifiable audit trail.

**Question #9**

Task 1 states: Develop a quarterly agency newsletter (up to 12 total) highlighting Bay Adapt, regulatory, and environmental justice news. **Question :** Is the contractor responsible for providing content for the newsletters?

**Answer #9**

The contractor will be responsible for helping coordinate submission of content, preparation, design, and publication of the newsletter. Content will be developed collaboratively between technical staff, communications staff, and the contractor.

**Question #10**

The RFP appears to have links, but most words in blue and underlined are not actually linked. **Question 6:** Will BCDC provide the links associated with apparently linked text in the RFP?

**Answer #10**

<https://www.bcdc.ca.gov/wp-content/uploads/sites/354/2023/09/2023-2025-Strategic-Plan.pdf>

<https://../Agreement%20and%20Exhibits/-%09https://www.bcdc.ca.gov/resources/guidelines/applying-the-environmental-justic-policies-in-permitting>

<https://www.bcdc.ca.gov/resources/maps-and-data/community-vulnerability-mapping/>

<https://www.bayadapt.org/>

<https://www.bayadapt.org/jointplatform/>

<https://www.bayadapt.org/regional-shoreline-adaptation-plan/>