



RFP Secondary #CV26-100 Questions and Answers

1. Is there flexibility in scheduling these events on weekdays, or is the Saturday requirement fixed?

The Mid-Year Leadership Workshops have historically been held on Saturdays because this schedule minimizes conflicts with academic coursework and allows participation from fellows, campus staff, community host partners, and facilitators across the state. While California Volunteers is open to contractor recommendations regarding event delivery, bidders should develop proposals based on the assumption that workshops will continue to occur on Saturdays during the January–March timeframe outlined in the RFP.

2. Are these events intended to attract new people to the program?

No. The Mid-Year Leadership Workshops are designed primarily for current College Corps fellows who are actively participating in the program during that academic year. The events support fellow development, reflection, networking, leadership growth, and connection to the statewide College Corps community.

3. Do participants/cohorts all start the program at the same time?

Generally, fellows begin service during the same academic year, although start dates may range from August to October depending on campus and program structure. The Mid-Year Leadership Workshops occur after fellows have accumulated meaningful service experience and are intended as a midpoint reflection and leadership development opportunity.

4. For the two-day event, are we responsible for housing and transportation? If so, for whom?

For the annual in-person Peer Exchange meeting, the contractor is responsible for coordinating logistics associated with the event. This includes making lodging recommendations and arrangements such as venue parking for invited participants. Items associated with day of attendance such as parking and meals should be included in planning and budgeting consistent with the requirements outlined in the RFP and in



coordination with California Volunteers. The contractor is not responsible for participants' travel costs to and from the event location or lodging costs.

5. Do we pay speaker fees?

The RFP budget includes funding for event emcees and alumni panelist stipends. California Volunteers will work with the selected contractor regarding any additional speakers, presenters, or performers and associated compensation requirements.

6. Could bidders see feedback from past events?

Selected historical evaluation data, attendance information, and lessons learned may be shared with the awarded contractor during onboarding and project planning. Bidders should develop proposals based on the goals, objectives, and outcomes outlined in the RFP.

7. Could bidders have a list of preferred vendors?

California Volunteers does not maintain a required vendor list for bidders. Contractors may propose vendors and subcontractors that best support successful event delivery while complying with all applicable procurement and contracting requirements.

You can find below a database of DGS certified SB & DVBE vendors if you were referring to SB & DVBE.

<https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx?psNewWin=true>

8. Wouldn't it be advisable to use past satisfactory subcontractors?

Contractors are welcome to propose subcontractors with relevant experience, including those that may have successfully supported similar events in the past. However, bidders should determine the team and partnerships they believe are best positioned to meet the RFP requirements. Ultimately, this is up to the prime to decide.

9. What are the short- and long-range impacts of the training?

Short-term impacts:



- Increased fellow engagement and sense of belonging.
- Greater connection to the statewide College Corps community.
- Reflection on service experiences and leadership development.
- Increased knowledge of civic engagement and community impact.

Long-term impacts:

- Continued civic and community engagement beyond College Corps.
- Development of leadership and professional skills.
- Stronger networks across campuses and communities.
- Increased commitment to public service and community problem-solving.

10. What are the core needs of participants and the desired outcomes?

Core participant needs include:

- Connection and belonging within the statewide cohort.
- Opportunities for reflection on service experiences.
- Leadership skill development.
- Professional and personal growth.
- Exposure to diverse perspectives and communities.
- Inspiration and motivation to continue service.

Desired outcomes are aligned with the workshop objectives outlined in the RFP, including increased belonging, leadership development, civic engagement knowledge, cultural competency, and application of learning to future academic, professional, and community endeavors.

11. Are there repeat students, or is this a one-year opportunity?

While College Corps is structured as a one-academic-year fellowship experience, many fellows participate in the program for multiple years. As a result, approximately one-third or more of Mid-Year Leadership Workshop attendees are returning fellows participating in their second, third, or even fourth year of College Corps. Events should therefore be designed to engage both new and returning participants with varying levels of experience.

12. Are there repeat campus hosts?



Yes. Campuses that have successfully hosted College Corps events often serve as host sites again in future years, based on factors such as geographic location, facility capacity, accessibility, and event needs.

13. Are events always held on college campuses, or can other venues be considered?

All College Corps statewide events covered under this RFP must be hosted on the campus of a college or university that operates a College Corps program. Contractors should develop proposals based on this requirement.

14. Can we use an existing registration platform such as Eventbrite?

Yes. The contractor may use an existing registration platform or event management system. The intent of the requirement is to ensure that a robust registration and participant management process is established. The specific platform is at the contractor's discretion, subject to approval by California Volunteers and applicable data/privacy requirements.

15. Who pays for platforms used for virtual facilitator training?

The contractor should assume responsibility for providing the tools and platforms necessary to fulfill the scope of work unless otherwise agreed upon with California Volunteers. Contractors should include anticipated costs within their proposed budget. For reference, in the past these virtual trainings were conducted live via zoom, facilitated by a contractor and California Volunteers staff member, and were recorded for those attendees unable to make the training.

16. Is the contractor expected to pay for graphic design and collateral development?

The contractor should assume responsibility for producing the materials necessary to deliver the scope of work, including facilitator training materials and event collateral. California Volunteers will provide branding guidance, content direction, and review/approval processes. The volume of materials will vary by event but generally includes registration materials, facilitator resources, presentation assets, signage, and participant-facing communications.

17. What is a risk register?

A risk register is a project management tool used to identify, assess, track, and mitigate potential risks that could affect event success. Examples may include venue issues, weather-related disruptions, transportation challenges, registration shortfalls, staffing concerns, technology failures, or safety incidents. The register typically includes risk descriptions, likelihood, impact, mitigation strategies, and responsible parties.

18. With respect to transportation, is the contractor expected to pay for buses and then get reimbursed? How many buses or vans are typically needed?

The contractor is responsible for coordinating transportation logistics at the event venue and administering transportation support processes including paying for relevant parking and other transportation fees. The exact financial mechanism, including payment and reimbursement procedures, will be established in coordination with California Volunteers. Campus programs are responsible for arranging their group's transportation to and from their region's event, and they are responsible for some of the costs associated with transportation. Transportation needs vary significantly by region, venue, and participant distribution; therefore, California Volunteers cannot provide a standard number of buses or vans per event. Contractors should develop scalable transportation plans based on event size, geography, and anticipated attendance.

19. What kinds of performances have you had in the past?

Past events have included performances and presentations from campus student groups that align with the mission and values of College Corps, such as cultural performances, dance, music, storytelling, and other presentations that celebrate community, service, leadership, and California's diverse communities. California Volunteers welcomes creative recommendations that support event objectives and enhance participant engagement.

20. Is there an incumbent contractor for this work?

There is not a single incumbent contractor that has performed the full scope described in this RFP. Over the past several years, different contractors have supported different



aspects of statewide event planning and execution. The current RFP consolidates responsibilities into a broader, more integrated scope of work.

21. Are there insurance requirements beyond those listed in the RFP?

All events are hosted on College Corps campus partners, and insurance requirements vary by institution. Some campuses may provide coverage through existing campus agreements, while others may require additional documentation or insurance coverage from the contractor. Contractors should be prepared to comply with campus-specific requirements as part of event planning.

22. Who is responsible for evacuation plans and emergency procedures?

Emergency planning is a shared responsibility. All events must follow the host campus's emergency management protocols, evacuation procedures, and safety requirements. Contractors are expected to participate in risk management planning and coordinate with campus personnel regarding weather-related, medical, and safety emergencies.

23. What does "technical support" mean in the scope of work?

Technical support may include:

- Coordinating audio-visual needs and technology requirements with campus staff and vendors.
- Ensuring event technology supports planned programming.
- Supporting virtual facilitator trainings and online meetings.
- Managing technical logistics related to registration systems and event operations.

The contractor is not expected to personally provide all technical services but should have the expertise to coordinate and manage them effectively.

24. How many simultaneous events could occur on the same day?



At most, California Volunteers anticipates no more than two Mid-Year Leadership Workshops occurring on the same day. If simultaneous events are scheduled, they would be located close enough to allow California Volunteers staff to support both events within the same day. Contractors would be informed of such plans early in the planning process.

25. Is the contractor responsible for facilitator training?

Yes. The contractor is responsible for coordinating and delivering facilitator training based on content and curriculum provided by California Volunteers. Responsibilities include developing training materials, coordinating participation, facilitating virtual training sessions, and supporting facilitator readiness in partnership with California Volunteers staff.

26. What is the geographic distribution of the events?

The events are distributed across seven regions of California each year and may occur anywhere there is a College Corps campus partner. Historically, host locations have ranged from the Chico area in Northern California to San Diego in Southern California. All statewide events must be hosted on campuses that operate College Corps programs.

27. Will the contractor be responsible for providing AV equipment?

It depends on the host campus. Some campuses provide extensive AV infrastructure and support, while others may require the contractor to arrange equipment rentals, technicians, or supplemental services. Contractors should be prepared to assess and address campus-specific needs.

28. Is a list of approved host campuses provided?

California Volunteers leads the host campus selection process. While contractor input may be requested, California Volunteers makes final decisions regarding host sites. Events are only held on campuses that operate College Corps programs. Many campuses that have successfully hosted events in prior years continue to serve as hosts in future years.



29. Is content capture (photos, videos, marketing content) included in the scope?

No. Content capture is not a required component of the RFP. California Volunteers and host campuses often provide their own communications and content capture support. Contractors may propose additional content capture services if they believe doing so would add value.

30. What registration platform is currently used?

California Volunteers has recently used RSVPify but is open to other registration platforms that effectively support registration management, communications, attendance tracking, and reporting requirements.

31. Who will manage the contract and serve as the primary point of contact?

The selected contractor will work directly with California Volunteers staff responsible for statewide cohort experience implementation and event management. A designated California Volunteers staff member will serve as the primary contract manager and project lead.

32. How many event staff are typically on site?

Staffing needs vary by event size and venue. Historically, approximately 20 individuals have supported event operations, including California Volunteers staff, contractor staff, and other event support personnel. Of those, approximately 7–8 individuals have typically been hired only for the day for a specific region, serving in dedicated day of event operations roles such as registration, logistics, stage management, and participant support.

33. How many facilitator training sessions are typically conducted?

Historically, three virtual facilitator training sessions have been offered for each event cycle after facilitators are recruited. Contractors may propose alternative approaches if they believe another model would better support facilitator preparedness.

34. Are the Mid-Year Leadership Workshops one-day or two-day events?



The Mid-Year Leadership Workshops are one-day events, typically occurring between late January and mid-March.

The annual Program Director/Campus Staff Peer Exchange is a separate two-day event held in June.

35. Are facilitator trainings virtual or in person?

Facilitator trainings are conducted virtually. Facilitators support events throughout California, making virtual delivery the most practical and accessible approach. Facilitators supporting any region may attend any of the training sessions offered.

36. Are planning meetings expected to be in person?

Most planning meetings occur virtually. However, occasional site visits or campus planning meetings may occur as needed in advance of events. Contractors should anticipate limited in-person planning activities.

37. When is the first Mid-Year Leadership Workshop typically held?

The first workshop generally occurs during the third or fourth week of January, after colleges and universities have begun their spring academic term.

38. When is the final Mid-Year Leadership Workshop typically held?

The final workshop generally occurs in the first or second week of March, before spring break periods begin across participating campuses.

39. Must all subcontractors be identified in the proposal?

Yes. Subcontractors that will perform work under the contract must be identified in the proposal and associated documentation. Proposals should clearly describe subcontractor roles and responsibilities. Contractors should not assume they can identify major subcontractors after contract award.



40. How detailed should the budget estimates be?

Contractors are not expected to research specific costs for every potential campus venue. Instead, proposals should provide reasonable estimates based on the budget minimums and requirements outlined in the RFP. Contractors should demonstrate an understanding of the overall scale and resource needs associated with seven statewide workshops and one annual peer exchange.

41. What types of institutions have hosted events in the past?

Most recent host campuses have been part of the California State University system. However, College Corps includes California State University campuses, University of California campuses, private colleges and universities, and community colleges. Host sites are selected based on program participation, capacity, accessibility, and event needs. Community colleges have generally not served as hosts due to facility limitations.

42. How should contractors think about event-specific vendors such as AV, catering, or equipment rental?

Many campuses provide services such as catering, AV support, and facilities management directly. Contractors should build sufficient flexibility into their staffing and vendor management approach to accommodate campuses with varying levels of internal support and available resources.

43. Are breakout rooms required?

Yes. Mid-Year Leadership Workshops typically include approximately 15–25 breakout rooms, with breakout sessions generally serving no more than 25–30 fellows per room. Smaller group sizes are encouraged when feasible.

44. Are breaks and meals required?

Lunch is provided at all Mid-Year Leadership Workshops. Morning and afternoon breaks are included in the agenda, though food service during breaks is not required. Depending on



venue and attendance considerations, lunch may be provided as a seated meal or boxed lunch.

45. Will the contractor pay event costs directly and then invoice California Volunteers?

Yes. The contractor is expected to serve as the primary event management entity, paying event-related expenses and subsequently invoicing California Volunteers in accordance with the contract terms and approved budget.

46. How should contractors design events for returning fellows?

Because approximately one-third or more of Mid-Year Leadership Workshop participants are returning fellows in their second, third, or fourth year of College Corps, contractors should plan experiences that engage both first-year and returning fellows. Programming should allow for peer leadership, deeper reflection, advanced leadership development, and meaningful networking opportunities for participants with varying levels of College Corps experience.