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Request for Proposal (RFP) # 26-10016 Questions and Answers

1. Is the name of the current or most recent California Tobacco Prevention Clearinghouse contractor publicly available?

Answer: Yes. A current list of funded projects is available on the California Department of Public Health California Tobacco Prevention Program (CDPH/CTPP) webpage under "Competitive Grantee Projects," found here:

<https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/CTCB/Pages/Partners.aspx>

2. Can CDPH provide historical operational metrics for the Clearinghouse, including:
 - o Annual order volume
 - o Annual shipment volume
 - o Number of active SKUs maintained
 - o Average inventory levels

Answer: The total estimated annual order volume is 100,000 units. This includes an estimated 95,000 units shipped annually and approximately 5,000 downloads. The estimated number of active SKUs maintained is 300. The Clearinghouse is expected to maintain inventory levels for approximately 25 educational materials.

3. Will inventory, equipment, databases, or other assets be transitioned from the incumbent contractor to the successful proposer?

Answer: CTPP retains ownership of the Clearinghouse educational materials and related assets. Information regarding which assets that will be made available to the successful proposer will be communicated, as appropriate.

4. Are warehousing, inventory management, kitting, fulfillment, print production coordination, and statewide distribution functions eligible to be performed by subcontractors?

Answer: Yes. Subcontractors may be used to perform contract services, including warehousing, inventory management, kitting, fulfillment, print production coordination, and statewide distribution functions. Proposal requirements related to subcontractors can be found in the RFP, Section K.3.e.

5. Are there any minimum warehouse, storage, geographic location, or service-level requirements for fulfillment operations?

Answer: No. The RFP does not prescribe minimum warehouse, storage, geographic location, or service-level requirements for fulfillment operations.

6. For campaign kits and educational material packages distributed through the Clearinghouse, is the contractor responsible for kit assembly and fulfillment only, or also for procurement and sourcing of kit components?

Answer: The contractor is responsible for kit procurement and sourcing, as well as assembly and fulfillment.

7. In Format Requirements (K.2.b.1-2, pg. 12), Proposers are instructed to use one-inch margins and a font size of not less than 12 points. Can CDPH/CTPP confirm that single spaced lines are acceptable?

Answer: Yes. Single-spaced lines are acceptable.

8. The Format Requirements section (K.2.c, pg. 12) states that “all RFP attachments must be signed in ink, preferably in blue ink, or via e-signature.” Could you please confirm whether electronic signature platforms such as DocuSign and Adobe Sign are acceptable forms of e-signature for purposes of this RFP?

Answer: Yes. Electronic signature platforms such as DocuSign and Adobe Sign are acceptable forms of e-signature for the purposes of this RFP.

9. The Agency Capability section (K.3.d., pg. 13) states that “This section must not exceed ten (10) pages in length, outside of the forms, examples, and samples detailed in this section.” Further below in the Agency Capability section (K.3.d.4, pg. 14) it asks the Proposer to submit three examples of our experience. Can you confirm that these examples are not included in the 10 pages of length? And if not, should they be included at the end of the Appendix Section (after K.3.j.6, pg. 24) or placed elsewhere?

Answer: The three examples required in section K.3.d.4 do not count toward the 10-page limit for the Agency Capability section. Proposal materials must be assembled in the order listed in the RFP, Section K.3. Only the documents listed in the RFP, Section K.3.j, should be included in the Appendix Section.

10. In the Agency Capability section (K.3.d.5-6, pg. 14), CDPH/CTPP asks Proposers to submit two samples of health communications work related to health education and prevention; public health policy, system, and environmental change (d.5) and two samples of health communications work demonstrating the Proposer's experience to work in a culturally competent manner (d.6). In what section of the proposal should these samples be placed? Should they be included at the end of the Appendix Section (after K.3.j.6, pg. 24) or placed elsewhere?

Answer: The two samples required in K.3.d.5–6 must be placed at the end of the Agency Capability section and are not included in the 10-page limit. Only the documents listed in the RFP, Section K.3.j, should be included in the Appendix Section.

11. In the Agency Capability section (K.3.d.7, pg.14), CDPH/CTPP asks Proposers to submit 3 letters of recommendation. In what section of the proposal should these letters be placed?

Answer: The three letters of recommendation required in K.3.d.7 must be placed at the end of the Agency Capability section and are not included in the 10-page limit.

12. In the "Use of GenAI" (I, pg. 9), CDPH/CTPP asks Bidders/Offerors to "notify the State in writing if it intends to provide GenAI as a deliverable or intends to utilize GenAI. In what section of the proposal should this written notification be placed? If not in the proposal, how should Bidders/Offerors notify the state about planned use of GenAI?

Answer: The written GenAI notification can either be uploaded as a separate attachment in the State's File-Sharing Site or can be placed at the end of the proposal documents.

13. Exhibit A-1, (Services to be Performed, pg. 1), currently shows 6/30/2026 as the end date. Should this be changed to 6/30/2029?

Answer: Yes. The end date in Exhibit A-1 should be June 30, 2029. This will be corrected in a forthcoming RFP addendum.

14. Exhibit A-1, (Activity 1.10, pg. 3), indicates that 8–10 new educational materials will be produced annually, including 10–16 for priority populations. Could you please clarify this apparent discrepancy and explain how these quantities should be interpreted?

Answer: The quantities represent two distinct annual deliverables: 8–10 general educational materials and 10–16 additional materials specifically tailored for priority populations.

15. Referring to Attachment 13, Commercially Useful Function (CUF) certification, our organization is not a certified SB, MB or DVBE. However, in Attachment 9, there is no "n/a" box to check for Form 13. Should we submit Form 13 by completing n/a on Form 13 and select Yes on Attachment 9 to indicate that we completed Attachment 13, or should we select "No" on Attachment 9 to indicate that we did not complete Attachment 13?

Answer: If Attachment 13 (CUF Certification) does not apply, proposers should submit Attachment 13 with "N/A" written on the form and select "Yes" on Attachment 9. This approach ensures the checklist is accurate and the proposal remains responsive.