

DCYF's Request for Qualifications: Technical Assistance & Capacity Building

Questions & Answers

Questions Deadline: Friday, March 31, 2023

Answers Posted: Monday, Thursday, April 4, 2023

Questions	Answers
<p>1. Would you be able to provide some additional clarification around the specific types of technical assistance and capacity building you are looking for in each Service Area? For example, in Service Area 4: Emotional Well-Being, a description of the Service Area is provided, but no specific ask as to the kind of support that is needed. I also have this confusion for Service Areas 4, 5, 6, and 8 as well. In a Service Area, such as #1: Community Schools, where a list of support services is sought, is it acceptable to submit a proposal that speaks to just one item in that list, or must a proposal address all elements listed? Same question for Service Area #7</p>	<p>Depending on the Service Area that you are applying for, please make sure to answer all the questions in Attachment 2. For the Community Schools Service Area, we are looking for a provider to be able to provide all the supports listed in that service area.</p>
<p>2. Do we need both a Bidder ID and a Supplier ID for the City and County of SF? Or will a Bidder ID alone suffice for us to apply?</p>	<p>An applicant needs both a Bidder ID and Supplier ID. Please refer to Section 9 in the RFQ for instructions on how to convert your Bidder ID to a Supplier ID.</p>
<p>3. This question is regarding the RFQ request for three references in Attachment 1. Our organization is newly established, incorporated in July 2022. We are currently in the process of contracting with the County of San Francisco to implement a comprehensive 6-month pilot mentorship program. We are submitting a similar workplan for this RFQ. We would be open to providing additional references from</p>	<p>The RFQ requires at least three years of experience, per MQ #1 (Complete Attachment 1).</p>

<p>organizations who are familiar with our work, but which we have not directly completed services for yet. Would these types of references be acceptable?</p>	
<p>4. We are applying for the RFQ Source #0000007983 and would like to know if it requires us to be an LBE?</p>	<p>No.</p> <p>To learn more about how to become a certified LBE for the City and County of San Francisco, please click here.</p>
<p>5. Last year we applied for and were qualified as a TA & Capacity Building provider (see attached letter). Does our agency need to re-apply this year or does our qualification extend through 2024?</p>	<p>Yes, you will need to re-apply. We need to generate a new qualified list as they are only good for one year.</p>
<p>6. We saw the contract template included in the RFQ - is this to be filled out or is the language to be approved on our end with the understanding that it will be filled in before we move forward if we are approved?</p>	<p>The contract template is provided so that RFQ respondents can be familiar with the City's general contracting terms. There is no action you need to take with the template. The actual terms and conditions of any contract resulting from this RFQ are subject to negotiations with the City.</p>
<p>7. Does Service Area 10: Leadership Development include leadership development for DCYF staff and/or other SF City staff, or is this only for leaders within CBOs that work with DCYF?</p>	<p>The audience for Service Area 10 is for DCYF Grantees.</p>
<p>8. Are electronic signatures permissible for Attachments 1 and 3?</p>	<p>Yes.</p>
<p>9. Should respondents submit Attachment 3 both as a part of the proposal package <u>and</u> in the city vendor portal (as indicated in the attachment)?</p>	<p>Attachment 3 is required for all submissions to this RFQ. Questions regarding City Supplier requirements can be addressed to the SF City Partner Help Desk at sfcitypartnersupport@sfgov.org.</p>
<p>10. We are hoping for additional information related to relevant and appropriate services provided by</p>	<p>Please refer to Attachment 2 questions for each of the Service Areas that you plan on applying for.</p>

<p>providers awarded in, “Service Area 3: Emergent Issues “, “Service Area 4: Emotional Well-Being” and “Service Area 5: Family Empowerment” service pools.</p>	
<p>11. Regarding the Diversity Equity & Inclusion (DEI) Service Area, does this mean only direct DEI training? Or can this include connecting an equity approach to other work, such as parent engagement, or youth development?</p>	<p>Service Area 2 is direct DEI Training for DCYF funded organizational staff.</p>
<p>12. Can a consultant or organization qualify to be a TA provider if the organization is in process to become a supplier with the City?</p>	<p>Yes</p>
<p>13. If we apply as an organization that’s less than one year old, but the lead consultants each have over 15 years of experience serving SF schools and nonprofits, can we still be eligible to qualify?</p>	<p>Per the RFQ Attachment 1, all Proposers must have three years of experience within the last five years in order to meet minimum qualifications. The organization is the Proposer, not individual staff members, therefore an organization with less than one year of experience would not qualify.</p>
<p>14. Are sole - proprietors eligible to be a contractor? I have not yet incorporated my consulting practice so I am operating as a consultant as an individual.</p>	<p>As long as the sole proprietorship is a registered City supplier and meets all RFQ minimum qualifications, it would be eligible for this RFQ.</p>
<p>15. What are the conflict of interest policies? I work full time for a youth serving organization and do consulting on the side. My organization may be interested in applying to be a DCYF grantee. If I am personally a contractor, would that disqualify the organization I work for?</p>	<p>If you are selected as a contractor that will not disqualify your agency for applying for DCYF funding.</p>
<p>16. Service Area 3: Emergent Issues - Can you elaborate on types of experience</p>	<p>Describe your ability to provide services not identified in the RFQ.</p>

you are looking for in a vendor for this service area?	
17. Service Area 5: Family Empowerment - Can you elaborate what is the intent of this service area?	Describe your experience describing your ability to provide TA to support working in empowering families to support their child(ren) during their child(en) lifespan. This activities can range from navigation of SFUSD, including families in organizational decision making, family engagement etc.
18. Should we submit individual references for each Service Area which we are proposing?	No. You only need to list references once.
19. Can we provide biographies for key personnel in a separate appendix?	No
20. Is there an estimate of funds that may be allocated to the activities covered by this list?	No
21. Is there a summary of funds used in the previous list?	No
22. Will there be a pre-proposal zoom conference available?	No
23. We submitted our 12B declaration form last year, but it appears that it is still under review. Will this impact our ability to bid on the grant opportunity?	Per the RFQ's Required Supporting Documentation #1, all proposers must submit evidence that they are 12B compliant or likely to become compliant within 30 calendar days of the Proposal Due Date (April 17, 2023).
24. In order to be eligible for the Prequalified Pool, does our organization need to be currently operating in San Francisco and/or be San Francisco based?	No
25. Do we need to specify where we would offer our capacity building and professional development services, or would DCYF connect us with the schools and nonprofits where we would offer these services.	No, you do not need to determine where you would offer capacity building and professional development services. If your organization is selected, DCYF will determine the scope of work.
26. Can we list DCYF as a reference?	Yes
27. The guidance provided in Attachment 1 states that "references must be able	No individual reference needs to establish the three-year minimum. Few engagements

<p><i>to provide evidence that the Proposer has 3 years of experience within the last 5 years providing the services requested by this Solicitation.” Does each reference need to be able to provide evidence that the Proposer has experience providing 3 years of services to each individual reference within the last 5 years? Or do the references need to be able to provide evidence that the Proposer has 3 years of experience providing services across all references combined within the last 5 years?</i></p>	<p>last that long. It is the cumulative total of all three references that we use to establish the requirement.</p>
<p>28. The guidance provided in Attachment 2 states to <i>“indicate clearly where supplemental documents are being provided.”</i> What types of supplemental documents are allowable?</p>	<p>Supplemental documents for Attachment 2 refer to cases where multiple RFQ Service Areas are being applied for. Each separate Attachment 2 should be named with the RFQ Service Area that is being applied for as part of the overall RFQ package.</p>