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

Questions & Answers

Questions Deadline: 1/17/2024

Answers Posted: 1/29/2024

Questions	Answers
1. If I may asked can Children In Need Organization Sierra Leone apply for this capacity building funds?	No
2. This proposal is interesting but not easily comprehensible. I'd like to help but I hope to hear from others about what this proposal means and how folks at the DC and SE can help, in relatively simple terminology.	The RFQ requires responses to the given questions as provided and assumes the applicant has a certain level of understanding and comprehension with the subject matter. No additional information can be given at this time.
3. Is funding being offered to this pool of providers (if selected) to continue to offer direct services aligned with the service areas beyond our existing contract end term of 6/30/2024? Or to assess where the need for capacity building may exist? <ul style="list-style-type: none">○ Example: We currently operate emergency shelter beds in family homes to juvenile justice dependents. This contract ends 6/30/2024. We missed this opportunity in RFP 24/29 version	The TA/CB RFQ is seeking qualified suppliers to provide proposals for technical assistance, capacity building, and professional development services to improve the quality of services for all children and youth across six service areas

Department of Children, Youth and Their Families

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<p>4. Can we apply for capacity building purposes for our existing program serving youth who are justice involved in out of home care?</p>	<p>No</p>
<p>5. The email below says there are 11 service areas, only describes 6. Further, the online RFQ says there are 4 service areas, but describes 6. Are the 6 described service areas the only ones? Are there others?</p>	<p>There are six service areas:</p> <ol style="list-style-type: none"> 1. Service Area 1: Student Success Fund 2. Service Area 2: Health and Wellness 3. Service Area 3: Inclusion, Empowerment and Equity 4. Service Area 4: Family Supports and Out-of-Home Placements 5. Service Area 5: Case Management 6. Service Area 6: Social Media Awareness and Safety for Youth and Families
<p>6. The response template seems to indicate that submission happens through the website, but the instructions say that proposals should be emailed with an attached proposal. Is there a preference? If we can email the response with an attachment, a downloadable template with the questions we need to respond to would be very helpful.</p>	<p>Step 1:</p> <p>Interested applicants need to fill out two Jotform Documents:</p> <ul style="list-style-type: none"> • Attachment 1-Proposal Coversheet and References • Attachment 2-Written Proposal Template • <p>Step 2:</p> <ul style="list-style-type: none"> • Download, fill out and sign the City of San Francisco's Health Care Accountability Ordinance (HCAO) Declaration PDF and email a copy of the document to ta-rfq@dcyf.org
<p>7. The template for responding to the RFQ will not let us scroll through until each page is complete. Could we please get downloadable templates with all required questions to respond to, so that we can review all questions and work offline?</p>	<p>DCYF has posted all the questions on the website at dcyf.org/s/TACB-2024-RFQ-Proposal-Questions.pdf. Please transfer your answers to the Jotform.</p>
<p>8. It looks like we need to complete Attachment 1 online via Jotform. I am not seeing a way to print it out.</p>	<p>Step 1:</p>

<p>Please confirm that we do not need to attach a copy of Attachment 1 with our emailed proposal and that submitting the Jotform is enough.</p> <p>9. Do we use the template - Attachment 2 - to generate a separate document that we attach in an email? (I don't see anywhere to provide identifying information on Attachment 2, so assume this is to be submitted directly to the email address as a separate PDF document rather than through the Jotform - please confirm.)</p>	<p>Interested applicants need to fill out two Jotform Documents:</p> <ul style="list-style-type: none"> • Attachment 1-Proposal Coversheet and References • Attachment 2-Written Proposal Template • <p>Step 2:</p> <ul style="list-style-type: none"> • Download, fill out and sign the City of San Francisco's Health Care Accountability Ordinance (HCAO) Declaration PDF and email a copy of the document to ta-rfq@dcyf.org
<p>10. Can DCYF clarify if our proposal is to be submitted via email or if individual forms are submitted via website entry at https://www.dcyf.org/rfqs?</p>	<p>Step 1:</p> <p>Interested applicants need to fill out two Jotform Documents:</p> <ul style="list-style-type: none"> • Attachment 1-Proposal Coversheet and References • Attachment 2-Written Proposal Template • <p>Step 2:</p> <ul style="list-style-type: none"> • Download, fill out and sign the City of San Francisco's Health Care Accountability Ordinance (HCAO) Declaration PDF and email a copy of the document to ta-rfq@dcyf.org
<p>11. I noticed the "proposal coversheet & references" and the "written proposal template" both seemed to be forms that can be submitted online, but the RPQ said "To apply in response to this RFQ please submit proposals to ta-rfq@dcyf.org." Does submitting the form count as an RFQ submission, or should the answers</p>	<p>Step 1:</p> <p>Interested applicants need to fill out two Jotform Documents:</p> <ul style="list-style-type: none"> • Attachment 1-Proposal Coversheet and References • Attachment 2-Written Proposal Template • <p>Step 2:</p> <ul style="list-style-type: none"> • Download, fill out and sign the City of San Francisco's Health Care

<p>to all questions also be emailed to a-rfq@dcyf.org?</p>	<p>Accountability Ordinance (HCAO) Declaration PDF and email a copy of the document to ta-rfq@dcyf.org</p>
<p>12. Attachment 1 asks whether we've submitted a Price Proposal, but I don't see where that is asked for anywhere. Should we ignore that/respond "no" or would you like us to include a Price Proposal?</p>	<p>Respond to that answer with a No</p>
<p>13. Would DCYF be willing to share a list of projects awarded under the previous RFQ titled <i>Technical Assistance & Capacity Building</i> and released March of 2023?</p>	<p>This list is posted on our website at dcyf.org/s/TA-Qualified-List-FY23-25-1.pdf</p>
<p>14. Similarly, would DCYF be willing to share the list of projects awarded under the RFQ titled <i>Research, Evaluation and Data Support Services and Equity Consulting</i> and released in March of 2023?</p>	<p>This list is posted on our website at dcyf.org/s/RED-Equity-RFQ-2023-2025-Pre-Qualified-List_6-7-2023_Final.pdf</p>
<p>15. Is there a requirement or preference for local firms located in the San Francisco Bay Area?</p>	<p>There is no requirement for local firms but there are preferences to help small business complete for City contracts. Specifics on the LBE program can be found here: https://www.sf.gov/14b-local-business-enterprise-lbe-program?_gl=1%2A1gi8e5z%2A_ga%2AMTY1MTU50DA0OS4xNzAzODkzMzM5%2A_ga_BT9NDE0NFC%2AMTcwNjlwNzM1Ni4yLjAuMTcwNjlwNzM1Ni4wLjAuMA..%2A_ga_63SCS846YP%2AMTcwNjlwNzM1Ni4yLjEuMTcwNjlwNzM4Mi4wLjAuMA.</p>
<p>16. Are future awards limited to firms in the Prequalified Pool of Proposers, or are potential opportunities open also to the public?</p>	<p>Future awards are limited to firms in the prequalified pool. The process for selecting firms follows the rules and regulations as specified by the City and County of San Francisco Administrative Code Chapter 21: Acquisition of Commodities and Services.</p>
<p>17. Could DCYF please confirm that the two types of awards made under</p>	<p>Contract awards made under this RFQ will be paid according to an agreed increment of work completed on a reimbursement basis.</p>

<p>this vehicle would be either fixed price or time and materials?</p>	
<p>18. Could DCYF provide a sample budget template for a Time and Materials arrangement?</p>	<p>Scopes and budgets will be negotiated once decisions are made for specific contracts to be awarded.</p>
<p>19. Would DCYF be willing to share an example RFP that would show the typical requirements for responding to future orders under this vehicle?</p>	<p>No, each Solicitation is prepared with its own set of unique requirements and responses based on the needs of the City</p>
<p>20. In the Health Care Accountability Ordinance (HCAO), the minimum standards refer to a fee for employers who do not pay 100 percent of premium contributions. Would DCYF please clarify whether this fee would apply to all employees or only those working on a San Francisco City or County contract?</p>	<p>The Health Care Accountability Ordinance applies to Covered Employees as defined by City and County of San Francisco Administrative Code Chapter 12Q, Section 12Q.2.9.</p>
<p>21. In the sample terms and conditions, term number 3.3.2 refers to a payment limited to satisfactory services. Will individual orders and scopes of work clearly define what is considered satisfactory?</p>	<p>Individual Scopes of work for any given contract will be negotiated between contractor and City and will be clearly defined for satisfactory work.</p>
<p>22. In the sample terms and conditions, term number 3.6.7 refers to a compliance monitoring requirement that requires a “sign in” and “sign out” sheet. As a professional services organization, we keep daily timesheets but do not track the hour at which staff “clock in” and “clock out”. Is this term applicable to this particular contract? Could it be waived?</p>	<p>Compliance Monitoring Section 3.6.7 is not applicable to the services under this RFQ.</p>

<p>23. In the sample terms and conditions, term number 4.7 refers to a liquidated damages requirement. Will this term be applicable to this particular contract? If so, is there a minimum acceptable amount per day?</p>	<p>Liquidated Damages Section 4.7 is not applicable to the services under this RFQ</p>
<p>24. In the sample terms and conditions, term number 4.8 refers to a performance bond requirement. Will this term be applicable to this particular contract?</p>	<p>Performance Bond Section 4.8 is not applicable to the services under this RFQ.</p>
<p>25. If awarded, for 2024-2025 would we apply now or in the next iteration</p>	<p>The TA/CB RFQ list active for two years.</p>
<p>26. Attachment 1- Proposal Cover Sheet and References asks, "Have you submitted with your Proposal a Price Proposal that complies with the requirements of the accompanying solicitation document?" However, the RFQ does not mention a price proposal. Are respondents required to submit a price proposal, and if so, what are the guidelines for that proposal?</p>	<p>Respondents are not required to submit a price proposal for this RFQ</p>
<p>27. Under submission requirements, the RFQ indicates that proposals should be submitted to ta-rfq@dcyf.org. However, the required RFQ attachments on the RFQ webpage are all online forms that are not downloadable.</p> <p>1. Are respondents supposed to submit via the online forms? If so, how should respondents submit additional required</p>	<p>Step 1:</p> <p>Interested applicants need to fill out two Jotform Documents:</p> <ul style="list-style-type: none"> • Attachment 1-Proposal Coversheet and References • Attachment 2-Written Proposal Template • <p>Step 2:</p> <ul style="list-style-type: none"> • Download, fill out and sign the City of San Francisco's Health Care

<p>documents such as the price proposal or "Evidence that Proposer is 12B compliant or likely to become compliant within 30 calendar days of the Proposal Due Date"?</p>	<p>Accountability Ordinance (HCAO) Declaration PDF and email a copy of the document to ta-rfq@dcyf.org</p>
<p>28. If respondents are supposed to submit via email, can you please provide downloadable forms for email submission?</p>	<p>DCYF has posted all the questions on the website at dcyf.org/s/TACB-2024-RFQ-Proposal-Questions.pdf. Please transfer your answers to the Jotform.</p>
<p>29. It seems that we submit our application to get into the Prequalified Pool. If we were to get a contract with the city to work together, what happens after that? What are the next steps?</p>	<p>If your organization is selected, DCYF will determine the scope of work.</p>
<p>30. Are we funded as contractors for the city to take on this work?</p>	<p>If your agency is selected to to be a provider, DCYF will determine the scope of work.</p>
<p>31. How much funding would be provided?</p>	<p>If your agency is selected to to be a provider, DCYF will determine the scope of work and contract amount</p>
<p>32. We're interested in applying for Service Area #1 - Student Success Fund to support our Literacy Initiatives. Do you have any recommendations for us in regards to applying to this service area?</p>	<p>DCYF is looking for a provider to be able to provide all the supports listed in that service area.</p>
<p>33. Can we get a pdf of the written proposal template (forms) or a list of the questions? Or is it possible to go back to questions on the JotForm if we need more time to complete the JotForm?</p>	<p>DCYF has posted all the questions on the website at dcyf.org/s/TACB-2024-RFQ-Proposal-Questions.pdf. Please transfer your answers to the Jotform.</p>