



Maria Su, Psy.D.
Executive Director



London N. Breed
Mayor

2021-2024 Technical Assistance & Capacity Building Request for Qualifications Questions and Answers

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General Questions	
Question	Answer
Is the work expected to be in-person?	TA & CB support is expected to be virtual and is subject to change depending on the needs of DCYF
The appendix A cover sheet that is to be used does not allow typing directly onto the document, how do applicants use this document when we cannot type directly into it?	You can print it out, scan it and attach it to your application when you submit.
Do we need to include pricing for our workshops and other services, or will that be negotiated if a contract is initiated?	You do not need to include pricing for workshops in the RFQ. Negotiation of costs will take place if DCYF selects you as a potential provider.
I am an independent contractor doing consulting work across industries that are touched upon in this RFQ. As an independent contractor qualified in multiple service areas listed in the scope of work, am I eligible to submit a	Independent contracts may submit a proposal for multiple service areas listed in the scope of work. Please review Section 4 in the RFQ to review the eligibility requirements. Any entity that contracts with the city directly must be an approved vendor .

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proposal? As a consultant, what would I put down for my annual budget since I am not part of an organization?	
How many hours will the Capacity Building sessions last for? Will this vary and be determined by each of the agencies who manage the sessions?	Capacity Building Sessions are at minimum 2 hours. DCYF determines the scope of work that contracts will provide.
What is the minimum time commitment?	Negotiation of time commitment will take place if DCYF selects you as a potential provider.
What will be the date range of these sessions? Is there a date range when the sessions need to be scheduled or completed?	Session take place during a Fiscal Year. For example, July 1, 2022- June 30,2023
Will the audience be other CBO's that work with DCYF?	Per DCYF's Charter, DCYF trainings are for DCYF grantees
What type of support will DCYF or other agencies provide for the capacity development sessions?	DCYF provides all outreach and communications support to grantees regarding upcoming workshops. Agencies do not provide support during capacity development sessions. Agencies are attendees.
Where will the capacity building sessions take place?	All capacity building sessions take place on Zoom
Will there be a minimum or maximum number of participants per session?	The range of attendees is anywhere from 30-200
I'm a growing small business so I anticipate that I can grow my team of support in subconsultants or staff during the contract years, but I don't have anyone right now. How should I approach answering questions about Staffing?	Please respond to the question indicating the number of current staff.
One of the agencies we sent the RFQ out to was working on the TA/Capacity Building application and in that document it says DCYF won't review the application if their agency is not registered to do business in San Francisco. When they went to try to register to do business in San Francisco, the website said they were not able to register until they were doing business in San Francisco.	Please follow the below links for the San Francisco City Partner site to register a new business. We also strongly encourage all new businesses to sign up for electronic payments through the City and County of San Francisco's Electronic Payment Network. https://sfcitypartner.sfgov.org/pages/BS3/login.aspx https://www.paymode.com/city_countyofsanfrancisco

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Will we have access to any Prime Contractors previously or currently applying for this RFQ?	DCYF will determine how contracts will work together on a project.
Is there a link or way to access previous RFQ's or RFP's from previous cycles?	The TACB RFQ 2018-2023 is available for review.
CRITICAL AGENCY SUPPORT QUESTIONS	
Question	Answer
Can you provide more details about what is expected for the Critical Agency Support?	Critical Agency Support is either programmatic or fiscal support that can range from coaching and/or tailored workshops to support specific agency's needs. This body of work is at minimum 3-6 months.
What kinds of services are you looking for, or what services have historically been needed for this program?	Under the Critical Agency Support, we are looking for services that cover Board Development, Fiscal Analysis, Accounting, Executive Director transitions.
Who is the audience for this program? Direct service providers, administration, both, or other?	We provide trainings/workshops and/or coaching for multiple audiences. The audience also depends on the structure of the organization and any conversation between DCYF and the organization.
DCYF UNIVERSITY	
Question	Answer
How many classes constitute a course?	Prior to the pandemic a course ranged from 8-10 courses that were either half-day or full day. Currently, 6 classes constitute a course. A virtual module ranges from 20-30 hours.
Will one course be provided by one agency, or might DCYF combine multiple agency offerings into one course?	One agency can provide a course. Depending on the topic and the area of expertise from the agency, DCYF can combine agencies to work on a course.

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Seeing that DCYF University will offer credit through SF State, do you allow providers you work with to partner with other universities to offer additional university credits to participants? For context, we have long partnered with the USF School of Education on a professional development series for classroom educators that also earned teachers' college credits from USF upon completion. We are interested in bringing a version of that offering to DCYF	This option is possible but will require further conversation with DCYF.
Do trainings have to be closed and made exclusive to DCYF grant recipients or can providers also invite community members and other clients to participate as well?	Per DCYF's Charter, DCYF trainings are for DCYF grantees
What is the process for establishing a cohort? What supports does DCYF provide? Are there specific expectations for how many sessions a cohort may meet?	Cohort design is created in collaboration with DCYF's Technical Assistance and Capacity Building Team
Are experiential trainings welcome? This would be where participants get to fully experience what it is like to be a student then receive a breakdown of the practices, techniques, and pedagogical underpinnings so they may incorporate it into their practice with youth. Or are lectures and presentations preferred.	Experiential Trainings, Lectures and Presentations are welcomed.
LBE & CMD QUESTIONS	
Question	Answer
1. Do we (Candid) need to be certified as an LBE in order to be eligible to submit an application?	No

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<p>2. A lot of the language in the San Francisco Administrative Code (referenced in the CMD Attachment) seems to focus on San Francisco-registered businesses. Do we need to be an officially registered business in San Francisco? Do the CMD forms allow us to be city-approved vendors, or is there a separate process?</p>	<p>Organizations must be approved City vendors by the release of award decisions (tentatively scheduled for April 8, 2022)</p>
<p>3. If we do not intend to hire any subcontractors, are we still required to meet the “Good Faith Outreach” requirements?</p>	<p>In the event that an LBE requirement is set on a project issued by this RFQ, proposers will be required to comply with the Good Faith Outreach requirements.</p>
<p>4. I have a question regarding CMD Form number 5. The form is requesting for each firm to list their employees and to identify their race and sex. We have members of our team that do not identify on the binary. Please advise if it is possible to list our gender identity versus sex. Thank you.</p>	<p>Yes, you can list gender identity versus sex.</p>
<p>5. If I were to apply as a Subcontractor, not a Prime, how should I approach filling out the CMD Form 2A</p>	<p>If a Prime Proposer has elected to use your business as a subcontractor, they should list your business on Form 2A.</p>
<p>6. What is the CMD contract participation attachment 2</p>	<p>For additional information on CM “Requirements for Architecture, Engineering, & Professional Services Contracts D Forms, review CMD Attachment 2” available at https://sfgov.org/cmd/sites/default/files/Documents/CMD%20Attachment%20-%2008.01.16.pdf</p>

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