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Executive Director



London N. Breed  
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**RESEARCH, EVALUATION AND DATA SUPPORT SERVICES AND EQUITY CONSULTING SERVICES RFQ:  
FINAL SUBMITTED QUESTIONS & ANSWERS (AS OF APRIL 7TH, 2023)**

This document contains all Questions and Answers submitted about DCYF’s **Research, Evaluation and Data Support Services and Equity Consulting Services RFQ** from Friday March 24th – Friday April 7th, 2023. The questions are being provided as submitted including any spelling errors or grammatical mistakes. DCYF did not make any correction to the question text. If a question was not understood in its submitted form DCYF contacted the question asker and requested they resubmit the question.

| Submitted Question   | DCYF Answer   |
|--|---|
| There is no template for budget or rates in the application that DCYF shared with us. Should we plan to submit a budget? And in what template?   | The RFQ is not requesting budget information. DCYF will solicit this information when evaluating project proposals from applicants included in the pre-qualified list or potentially when issuing Requests for Proposals at a later date.   |
| Also, we noticed there is no place for staff qualifications. May we attach resumes with our submission?  | The RFQ is not requesting staffing information. DCYF will solicit this information when evaluating project proposals from applicants included in the pre-qualified list or potentially when issuing Requests for Proposals at a later date.   |
| In addition, should we submit the attachments and any pricing information via the portal (screenshots below) or via email to red-rfq@dcyf.org per the RFQ directions on page 7? If the latter, should we submit unit bid pricing separately in the portal? | RFQ proposals should be sent to red-rfq@dcyf.org.<br><br>The RFQ is not requesting pricing information. DCYF will solicit this information when evaluating project proposals from applicants included in the pre-qualified list or potentially when issuing Requests for Proposals at a later date. |



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| <p>A logistical question for you: On the required Attachment 2, there's a space for the firm's response to each question, but it is not sufficient space to accommodate the 1250 word limit for each question. Given the space constraint on the attachment template, our approach would be to provide the content for Attachments 2 and 3 in a separate document, not using DCYF's attachment template. Please let us know if that's DCYF's expectation as well.</p> | <p>No, do not send the content of Attachments 2 and 3 as documents outside of the template. DCYF will only review the content of Attachments 2 and 3 in their respective templates.</p> <p><del>The space limit for each response text box is set at a number of characters that on average provides sufficient space for the word limit.</del></p> <p>UPDATE: DCYF has adjusted Attachments 2 and 3 to allow the text boxes to accommodate the stated word counts. Thank you for bringing this issue to our attention.</p> |
| <p>Can we list DCYF as a reference?</p>   | <p>No, DCYF should not be listed as a reference.</p>  |
| <p>Can we reference one project across multiple service areas, or do you prefer to see each project only referenced once?</p>   | <p>Yes, projects can be referenced across multiple service areas as stated "Responses can be repeated between RFQ Service Areas as appropriate" (Attachment 2 - Written Proposal for Services Template, page 1).</p>  |
| <p>The RFQ indicates that we should provide 2-3 projects. Would it be appropriate to add additional project examples if we remain within the word limit?</p>  | <p>No, the written proposal for each service area should only discuss 2-3 projects.</p>   |
| <p>If we propose for multiple service areas, do you want multiple documents?</p>  | <p>The RFQ requires only one copy of each Attachment when applicants submit written proposals for multiple service areas. Applicants submitting multiple written proposals will provide only one copy each of Attachment 1, 2, 3, and 4.</p>  |



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|--|--|
| <p>Will DCYF be reviewing service area proposals separately?</p>   | <p>Yes, each service area proposal will be reviewed separately. Attachment 2 - Written Proposal for Services Template states that DCYF will score each service area independently. Applicants will thus have a separate score for each service area to which they apply, which will not be influenced by the strength of their proposal in another service area.</p> |
| <p>The RFQ states that Minimum Qualification documentation should be clearly marked as "MQ1", "MQ2", etc. However, MQ #1 and MQ #2 are addressed in the same document (Proposer Questionnaire and References). Should that document be titled "MQ1 AND MQ2" or is there another way this should be marked on the document?</p>   | <p>DCYF will accept proposals that mark Attachment 1 as MQ1 or as MQ1 and MQ2.</p>   |
| <p>Can we attach sample products? If yes, is there a page length or do you have any other requirements?</p>  | <p>No, the RFQ does not request sample documents and these will not be considered in the scoring of proposals.</p>   |
| <p>For the explicit statement that we accept the terms found in the solicitation, do we need to submit a letter stating this?</p>  | <p>No, such a letter is not necessary.</p>   |
| <p>RFQ states proposer must agree to comply with the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency and the Contractor Vaccination Policy. However, the webpage linked for this requirement states that this policy is no longer in effect as of 3/31/23. Do we need to comply with the proclamation or not?</p> | <p>This proclamation has been terminated.</p>  |



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| <p>Proposal coversheet and reference form asks for number of years providing service for each reference. Is that referring the number of years the reference organization has provided services?</p>  | <p>No, DCYF is not asking for the number of years the reference organization has provided services. Section III Proposer References (Attachment 1 - Proposal Coversheet and References) asks for the number of years that applicants have provided services for reference organizations.</p>   |
| <p>Proposal coversheet and reference form states that, "Reference must be able to provide evidence that the Proposer has 3 years of experience within the last 5 years providing the services requested by this Solicitation." Does that mean that the applicant has worked with the reference for 3 of the last 5 years?</p> | <p>Attachment 1 - Proposal Coversheet and References asks applicants to certify that "3 years of experience within the last 5 years providing the services requested by this Solicitation" and also asks that applicants provide references "All proposers, including current Contractor, must provide references for at least three (3) organizations of the approximate size and volume comparable to services described in this Solicitation. Upon request, successful proposer(s) may also be required to submit a letter of reference from each reference listed within five (5) days of notification. Failure to do so may result in rejection of proposal."</p> <p>In Section III Proposer References (Attachment 1 - Proposal Coversheet and References), applicants may list reference organizations to which they have provided fewer than 3 years of service. Applicants may also list organizations to which they provided services more than 5 years ago.</p> |



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| <p>Proposal coversheet and reference form states that reference organizations must be of “the approximate size and volume comparable to services described in this Solicitation.” However, there is no specific project for this solicitation and if selected for a contract, projects would presumably vary in size and volume. How should we address this when selected references?</p> | <p>Reference organizations should require research, evaluation, and support services and/or equity consulting services similar to those needed by DCYF. A description of DCYF is available in the Main RFQ Document (page 1).</p>  |
| <p>How do we reference which service area the reference is related to?</p>  | <p>Section III Proposer References (Attachment 1 - Proposal Coversheet and References) does not require applicants to identify RFQ service areas.</p>  |
| <p>Each Service Area includes a number of possible services. If a proposer has expertise in some of the services but not others, will that result in a lower score? Do you have any guidance on how to address services in which we do and do not have expertise when developing written proposals for each service area under which we will apply?</p>                                   | <p>Applicants may respond to one or more RFQ areas and DCYF will score each service area independently (Attachment 2, page 1). Applicants will thus have a separate score for each service area to which they apply, which will not be influenced by the strength of their proposal in another service area.</p> |
| <p>Do proposing firms need to submit a new HCAO declaration at the proposal phase? That is, is there a need for a form on record dated in 2023?</p>   | <p>Each applicant must submit an HCAO declaration as part of MQ #5. Applicants selected for the pre-qualified list may be asked to resubmit the HCAO declaration at a later date since contractors supply this form annually.</p>  |
| <p>Will pre-qualified proposers be permitted to partner for any contract/project proposals/work? (e.g., partnering with an LBE)</p>   | <p>Partnering for contracted projects is permissible and will be determined at the time DCYF requests proposals for specific projects.</p>   |
| <p>Will DCYF be providing the list of pre-qualified firms in each service area?</p>   | <p>Yes, DCYF is evaluating each service area separately and will release a list of pre-qualified firms for each service area.</p>  |



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