



RFP – Evaluation of DCYF Technical Assistance and Capacity Building

Applicant Questions and DCYF Responses

August 8, 2018

London Breed

Mayor

Maria Su

Director

Topic	Submitted Question	DCYF Response
Contracts; Subcontracts	Can you please clarify subcontracting requirements? For example, are pre-qualified firms able to propose a subcontractor? Can two pre-qualified firms partner to submit a proposal in response to this RFP?	Pre-qualified firms are able to propose a subcontractor. DCYF requests that firms share the following subcontractor information: (1) subcontractor name, (2) hourly billing rates, (3) project role, (4) estimated subcontractor hours allocated to each activity or deliverable in the evaluation plan. Two pre-qualified firms are welcome to submit a joint proposal for this RFP, however only one can serve as the prime contractor. Based on the nature of the collaboration the second partner would likely be a subcontractor on the project.
Contracts; Subcontracts	Is there an incumbent for this work? If so, can DCYF provide the name of the incumbent? Is the incumbent eligible to bid?	There is no incumbent for this work.
Data Availability	What agency level data does DCYF collect and if so, how is it stored?	DCYF's Contract Management System (CMS) collects service records and financial data from funded agencies. Variables collected range from staff contact information to budget details and youth attendance records. Technical support is provided to DCYF through a current contract with Cityspan.
Data Availability	Does DCYF have a database that tracks staff employed in funded programs?	See first Data Availability response.
Data Availability	Is the list of vendors pre-qualified for Data Analytics services publicly available?	The list of vendors pre-qualified for Data Analytics services is public information. To obtain the list, please submit a request to info@dcyf.org .
DCYF Staff Roles	How often are will site visits be conducted and Program Observation Checklists completed during this next 5-year cycle?	We will conduct 2 sites visits per year. The first visit will be a full external assessment (completed in the fall) and the second visit will be a partial external assessment (completed in the Spring) and will just focus on the areas the agencies identified to work on. The Program Observation Checklist will be completed every year.



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		<p>In FY2018-19 only agencies that fall under OST and Ed Supports Service Areas will receive a visit. In FY2019-20 the agencies under ELS, YWD and Justice Services in addition to the previous 2 will receive site visits.</p>
<p>DCYF Staff Roles</p>	<p>The DCYF program specialists complete the YPQA for how many local programs?</p>	<p>DCYF will fund approximately 150 agencies, and 300 programs for the 2018-2023 cycle. DCYF expects Program Specialists to complete YPQA observations for each program.</p> <p>In FY2018-19 only agencies that fall under OST and Ed Supports Service Areas will receive a visit. In FY2019-20 the agencies under ELS, YWD and Justice Services in addition to the previous 2 will receive site visits.</p>
<p>Miscellaneous</p>	<p>On page 6 it is indicated that there have been quality issues with the attendance data. Will you describe these difficulties, so we can appropriately plan/budget for such issues? RFP states on page 6 that there are new contractual requirements to support attendance data entry, will you describe these contractual requirements; and if possible, provide any standard language that address attendance data entry obligations? Also, do attendance data contractual requirements apply to the TA/CB providers or the organizations/programs that receive TA/CB?</p>	<p>DCYF has been unable to analyze previous years of TA/CB participation data due to limited attendance entry at workshops. New contracts with TA/CB providers require that workshop and coaching attendance be entered in order for providers to receive reimbursement for services rendered.</p>
<p>Miscellaneous</p>	<p>What previous TA/CB participation patterns have been identified or are of interest based on the characteristics of participants such as types of organization, positions/roles, geography, etc.?</p>	<p>Please refer to evaluation questions outline on page 5 of the RFP for participation patterns that DCYF would like analyzed. Because TA/CB has not previously been evaluated, we are unable to share past participation trends.</p>
<p>Miscellaneous</p>	<p>Page 2 notes that DCYF is assessing reach and quality of services and also implementing an evaluation of outcomes for the 2018-2023 funding cycle. Is that outcomes evaluation conducted internally by DCYF using the tools and data on page 8, or by a contracted firm?</p>	<p>Analyses associated with outcomes evaluations will be conducted by the firm contracted by DCYF as a result of this RFP.</p>



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Miscellaneous	Where can I find the coversheet described in Appendix A?	No coversheet is required for this proposal. The coversheet described in Appendix A refers to a previous RFQ.
Proposal Formatting	RFP page 9 states the maximum number of pages for each section of the proposal (i.e., for experience; staff qualifications; evaluation plan; and client relationship management), for a total of 13 pages covering the key sections. The RFP does not specify required line spacing or font size. Is single-spacing, using not less than 12 point font, and 1-inch margins permissible?	<p>Proposal Format:</p> <ul style="list-style-type: none"> • 8 ½ by 11 paper, 1 inch margins • Double-spaced • 12-point font • Page limits per section: <ul style="list-style-type: none"> - Experience – up to 2 pages - Proposed Staff Qualifications – up to 3 pages - Proposed Evaluation Plan – up to 7 pages - Client Relationship Management – up to 1 page • Includes all required elements: (1) Contractor Information, (2) Experience, (3) Proposed Staff Qualifications, (4) Proposed Evaluation Plan, (5) Client Relationship Management
Proposal Formatting	Please clarify the page formatting requirements for the mini-RFP released on July 23, 2018. Are they consistent with the requirements of the November 28, 2017 RFQ which indicated that proposals should be double-spaced? Or should vendors use single-spacing?	See first “Proposal Formatting” response.
Proposal Formatting	Do you have requirements for font size, line spacing of text, tables, figure, etc?	See first “Proposal Formatting” response.
Proposal Formatting	What are the guidelines for formatting the proposal submission? e.g., single spaced, one inch margins, 12 pt font, Times New Roman?	See first “Proposal Formatting” response.
Proposal Formatting	Is this proposal meant to be submitted in double-spaced format, like the response to the RFQ vendor’s list proposal submitted previously or is single-spaced acceptable? Also, does DCYF have a preference on the font type and font size for this proposal?	See first “Proposal Formatting” response.



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Proposal Formatting	To whom at DCYF should this proposal be addressed?	Proposals should be sent via email to rfp@dcyf.org . Please address proposals to Sarah Duffy, Data & Evaluation Manager.
Proposal Formatting	Please confirm that the 2-page resumes for new staff are excluded from the 3-page limit for the staff qualifications section.	Resume pages for new staff who were not included in a firm’s pre-qualification application from November 2017 do not count toward the page limit for staff qualifications in this RFP.
Proposal Formatting	Please confirm that we should submit separate Technical and Cost/Financial proposals.	DCYF staff are unable to answer this question. It is unclear to staff what is being asked.
Scope of Work	To what extent will agency or program grantees and their evaluators (internal or external) be involved/obligated to work with the TA/CB evaluation contractor?	Agencies will be asked to support in whatever way is needed for the evaluators. However, DCYF will determine how much level of involvement from grantees is adequate.
Scope of Work	The first deliverable includes an outcome model. Is that consistent with the development of a logic model or theory of change in which we can examine the intended connections between inputs and outputs? If not, can you describe what you mean by an outcome model?	Development of a logic model or theory of change to reflect connections between program input and activity outputs would align with the intentions of Deliverable 1.
Scope of Work	Except for Deliverable 1, do you expect each deliverable (#2-#6) to be provided annually or are those deliverables expected at strategic timepoints over the 5-year duration of the project?	Deliverable 2 (TA/CB survey) requires the development of a single survey to be administered at every TA/CB workshop. Additional surveys and their administration schedules may be determined after additional evaluation planning conversations. Deliverable 3 (participation reports) will be expected quarterly, within each fiscal year, beginning at the end of FY18-19.
Scope of Work	The RFP suggests that Deliverable 3 is expected quarterly...is this quarterly throughout the 5 year duration or quarterly within a specific year?	Deliverable 3 (participation reports) will be expected quarterly, within each fiscal year, beginning at the end of FY18-19.
Scope of Work	How many implementation reports and outcomes reports does DCYF require?	The expected number of implementation and outcomes reports may be negotiated with the selected evaluation firm.
Scope of Work	For analysis and reporting purposes, what we can expect in terms of timing (dates/frequency) of access to the data sources listed in the RFP on page 8?	The possible data sources listed on page 8 are collected at different frequencies. DCYF will work with the selected contractor to develop a timeline for the evaluation that takes



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		into account the availability of data and the timing on providing data to the evaluator.
Scope of Work	For the implementation deliverable, should we focus on DCYF-U programming to the exclusion of the other TA/CB programming? Or, rather, should the bulk of the reporting should be on DCYF-U, with some limited implementation data gathered on other programming as well?	DCYF staff are interested in focused analyses of DCYF-U; however, staff also seek analyses and recommendations relating to DCYF’s full spectrum of TA/CB offerings.
Scope of Work	The RFP lists Coaching as one of the opportunities available to grantees (page 3) but does not include coaching in the evaluation questions. Can you confirm that the evaluation should not assess participation, implementation, or impact of coaching?	TA/CB participants who engage in General, DCYF-U, and OSI activities are all eligible for coaching services provided by the same vendors who lead group workshops. The evaluation should include an assessment of coaching participation, implementation, and impacts.
Scope of Work	In the RFP overview of the different professional development opportunities (pages 3-4), the coaching offered to grantees is described. However, coaching isn’t listed as a category on the “Evaluation Questions” chart on page 5. Will the contractor be expected to evaluate the coaching in addition to the other 3 components (General Trainings/Workshops, DCYF-U, and OSI)?	TA/CB participants who engage in General, DCYF-U, and OSI activities are all eligible for coaching services provided by the same vendors who lead group workshops. The evaluation should include an assessment of coaching participation, implementation, and impacts.
Scope of Work	For planning and budgetary purposes, how many in-person meetings are expected between DCYF and the evaluation team (or project director)?	DCYF may negotiate the frequency of meetings with the evaluation firm after they are selected. Meeting frequency may vary depending on the nature of evaluation activities conducted.
Survey Deliverable	How were previous TA/CB participant surveys (described in deliverable 2) administered? Online or paper? At time of TA or after?	Previous TA/CB participant surveys were administered via paper forms that attendees completed at the end of workshops.
Survey Deliverable	Would the evaluator be involved with the administration of additional surveys developed through the work? Or would any additional questions be integrated into current DCYF-funded survey administration efforts?	DCYF expects that TA/CB service providers will be able to administer surveys at the conclusion of each of their scheduled sessions. Firms contracted to redesign the TA/CB participant survey may provide training and guidelines for survey administration to support TA/CB service providers.



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Survey Deliverable	Does DCYF expect the contracted evaluator to administer mid-year and end-of-year surveys TA/CB participants, or would the providers be administering the surveys designed by the evaluator?	DCYF expects that TA/CB service providers will be able to administer surveys at the conclusion of each of their scheduled sessions. Firms contracted to redesign the TA/CB participant survey may provide training and guidelines for survey administration to support TA/CB service providers.
Survey Deliverable	How many participants usually complete the TA/CB participant survey?	TA/CB participant survey completion rates are contingent on workshop attendance.
Survey Deliverable	Can DCYF make available to bidders the data collection instruments currently administered to TA/CB participants?	After selecting an evaluation firm, DCYF may share current and previous surveys and data collection instruments for review and planning purposes.
TA/CB Participants	How many agencies, programs, and individual participants are eligible to participate in DCYF TA/CB activities?	DCYF will fund approximately 150 agencies and 300 programs for the 2018-2023 cycle. Staff supporting these programs in any capacity are eligible for TA/CB participation. Additional staff representing the City/County of San Francisco and San Francisco Unified School District may be eligible to join TA/CB activities.
TA/CB Participants	Will a list of the grantees who participate in Coaching be available to the evaluator?	Names of coaching participants will not be available to evaluators prior to contracting. Names may be made available for evaluation project implementation purposes (e.g. scheduling interviews, focus groups, etc.).
TA/CB Participants	Approximately how many grantee staff, programs, and agencies is DCYF aiming to serve through the Technical Assistance/Capacity Building activities that will be the focus of this evaluation?	See first TA/CB Participants response.
TA/CB Participants	Do individuals and/or programs/agencies (e.g., groups of staff) apply for DCYF-U? How many “participants” (individuals or groups) applied and were accepted to DCYF-U in 2017 and 2018?	77 applications for DCYF-U were submitted. 59 of 77 submitted applications were accepted.
TA/CB Participants	How many participants are enrolled in DCYF-U in 2018?	See previous response.



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TA/CB Service Model	Are the courses offered through DCYF-U led by staff from external providers, vendors, or San Francisco State University?	DCYF-U courses are led by external vendors.
TA/CB Service Model	Do DCYF staff refer specific grantees to general workshops and coaching based on needs?	Yes, staff refer grantees to workshops based on needs.
TA/CB Service Model	Within DCYF-U, how many learning cohorts are there and how long is the program of study (one year? a semester?)	DCYF-U consists of 6 learning cohorts that range from 6 months to 18 months.
TA/CB Service Model	How many courses/trainings and offerings per year for the General Trainings/Workshops, as well as cohorts and courses/trainings for the DCYF-U?	For FY18-19, DCYF will offer a total of 94 TA/CB sessions. 46 will be General TA/CB offerings. 8 cohorts will be structured and their engagements will range from 6 month to 18 month commitments.
TA/CB Service Model	Are there educational pre-requisites for enrollment in DCYF University?	No educational pre-requisites exist for DCYF-U enrollment.
TA/CB Service Model	Are there any TA/CB activities that all programs or agencies are required to attend?	No TA/CB activities require attendance from all grantees.
TA/CB Service Model	Approximately how many Technical Assistance/Capacity Building providers have been funded to deliver services to DCYF grantees?	DCYF will partner with 11 TA/CB service providers for the 2018-2023 funding cycle.