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Responses to Questions for DCYF RFQ for Evaluation, Community Engagement & Strategic Planning Services Released March 2021

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Page Limits, Formatting & Appendices

Q: On page 19 of the RFQ: Does the double-spacing apply to the cover letter?

Q: Is the Letter of Introduction & Executive Summary required to be double-spaced? Considering letterhead/stationery layout, signature space at the bottom, and date/address/subject/salutation space at the top, a double-spaced 1-page limit leaves very little space for meaningful content. If it must be double-spaced, may it be increased to a 2-page limit?

A: The letter of introduction and executive summary may be single-spaced.

Q: May tables, matrices, and other graphics be used? If so, may they be single-spaced and use a smaller font size?

A: Tables, matrices and other graphics may be formatted using font and/or spacing outside of the proposal formatting requirements.

Q: On page 21 of the RFQ: Under Proposal Elements heading, item 1, the instructions are "Applicants must submit a brief letter of introduction and executive summary of the proposal on agency letterhead." Do you mean on the "contractor's" letterhead? Or submit using DCYF letterhead?

A: Agency letterhead refers to the applicant, or contractor 's, letterhead (not DCYF's).

Q: There is a requirement for a list of staff and their roles. Please confirm whether staff resumes are required. If so, may they be provided as an appendix outside of the page limit?

A: Staff resumes are not required and may be submitted as an Appendix outside the page limit.

Q: Can you provide this RFQ as a Word document?

A: The RFQ document is available only as a PDF.

Q: I noticed that the Yes or No option is missing from the Priority Population table on the row that lists African American, Hispanic/Latino, etc.

A: This was an omission. Please see corrected version of the RFP with rows for African/American, Hispanic/Latino and Pacifica Islander children, youth and families and a Yes/No box for each.

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Applying to Multiple Evaluation Areas

Q: The RFQ puts a 20-page limit on the response to section #3: Proposal Content & Responses. If I am planning on submitting qualifications for both Evaluation Services as well as for Community Engagement & Strategic Planning services, do I get 20 pages each, to describe content knowledge/experience for EACH area (i.e., Evaluation and Community Engagement/Strategic Planning), or is it 20 pages total, even if I am applying to both areas?

Q: Is the 20 page limit total, if we are proposing for both Evaluation AND Community Engagement and Strategic Planning?

A: Applicants who are applying for both the Evaluation Services area and the Community Engagement and Strategic Planning area may submit up to 20 pages for *each* area.

Q: Page 4 of the RFQ states "Respondents may apply for any of the four areas for which they meet the requirements and have the ability to provide the desired services." It is my understanding that there are two areas, not four. Can you please clarify what the "four areas" refers to?

A: This is an error. The corrected version should read as follows: "Respondents may apply for *either or both of the two* areas for which they meet the requirements and have the ability to provide the desired services.

Q: Will the two scopes of work in the RFQ be done simultaneously, or will they be sequenced?

A: DCYF is in the process of developing the upcoming project plans that will require evaluation and community engagement and strategic planning consultant services, including project start date and duration. Separate evaluation and community engagement and strategic planning projects may occur simultaneously. As project plans are finalized in the next few months, DCYF will approach consultants qualified through this RFQ via email.

Community Engagement and Strategic Planning Services

Q: What are the main strategic questions (or, categories of questions) you hope to address through the "Community Engagement and Strategic Planning Services" scope of work?

Q: What do you see as DCYF's role in the community engagement work? For example, is DCYF planning to make introductions to community leaders, community-based organizations, etc.?

Q: In the table on page 15 of the RFQ, it appears that the deliverables (e.g., SWOT analysis) will be based heavily on (and perhaps solely on) engagement with the community. To what degree does DCYF wish the consultant draws upon other inputs (e.g., interviews with DCYF staff, other city staff, CBO leaders, SFUSD staff) for the analysis? Or, is the analysis intended to draw solely upon community engagement?

Q: When does DCYF want the "Community Engagement and Strategic Planning Services" project to begin? How long do you expect the project to last? Are these dates set in stone, or flexible?

Q: Aside from the CNA and SAP, what types of projects does DCYF anticipate in the community engagement and strategic planning service area?

A: DCYF is in the process of developing the project plans that will require community engagement and strategic planning consultant services. Project plans will address the details referenced in the questions above about the Community Engagement and Strategic Planning services such as main strategic questions, DCYF's role in facilitating contact with community members, and project start date and duration. Once project plans are finalized in the next few months, DCYF will approach consultants qualified through this RFQ via email.

Contracting Requirements & Compliance Standards

Q: When opportunities arise for contracting firms, how will DCYF select vendors? Will there be a competitive bid process? Or, will they be sole source selections?

All requisitions for professional services sought by the Department of Children, Youth and Their Families follow the guidelines set forth in Chapter 21 of the Administrative Code of the City and County of San Francisco. More information on Chapter 21 is available online from the [Office of Contract Administration](#).

Q: Page 11 of the RFP states regarding contract negotiations within a "reasonable time," could DCYF please define what is a reasonable timeframe? Industry norm for negotiations is 30 days. DCYF does not have a published standard for the timeframe in which to complete contract negotiations. DCYF staff will determine when this standard has been met for any given negotiation.

Q: What is the final date for submission of proof of insurance?

DCYF will request a certificate of insurance and endorsement at the start of the contract negotiation process. We will not enter into a contract unless valid proof of insurance has been received.

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Q: If the contractor is not located in CA, do they have to obtain a San Francisco business license?

Yes, all City Suppliers must complete a San Francisco business tax registration. More information on this process is available through the [San Francisco City Partner website](#).

Non-Local Applicants

Q: We are based in the San Francisco East Bay and do not have an office in the City and County of San Francisco. I do not believe I am eligible for Local Business Enterprise (LBE) for this reason. Is the LBE required, or just a bonus if I do have it?

In order to qualify as a certified Local Business Enterprise, your organization must be based in San Francisco. LBE status is not required to respond to this RFQ.

Previously Qualified Vendors

Q: If a firm is already on the DCYF Data Analytics, Evaluation, and Strategic Planning Bench that will remain active until 2023, does that firm still need to apply for consideration under the evaluation services category in this RFQ, or may that firm just apply in community engagement and strategic planning services category?

A: The list of consultants qualified under the previous RFQ for Evaluation Services expired in 2020 and is no longer active. Consultants who wish to be considered for future evaluation and/or community engagement and strategic planning contracts with DCYF must apply through this current RFQ.

Pool of Qualified Vendors & Contracting

Q: I just want to verify that the RFQ is for services running from 2018-2023? The last RFQ covered this same time period.

Q: If selected, how long is the contract or period of service? Are you planning to have more than one contractor for each service area?

A: Consultants will be prequalified until the prequalified list expires, which is currently two years from the date the list is approved by the City and County of San Francisco. However, a contract that begins within those two years when the list is active may last for the duration of the Funding Cycle. DCYF will determine number of consultants needed and duration of evaluation and community engagement and strategic planning projects over the next several months.

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Q: On page 9 of the RFQ, DCYF notes that subcontracting arrangements must be made prior to submission of the proposal. Can you confirm that this refers to prior to submission of a project-specific proposal, rather than the proposal to be included on the list of qualified firms? We expect that proposed subcontracting, if any, would vary based on specific project needs.

All subcontractors you intend to partner with in order to provide the proposed services must be listed in your proposal to this RFQ. The specific subcontractors engaged for a particular project can be identified during contract negotiations.

Q: Is it possible that DCYF will ask two consultants (who responded independently to the RFQ but have complementary skills) to work together as one team?

A: DCYF will enter into individual contracts with consultants. It is possible that DCYF would hire two or more consultants with different areas of knowledge and expertise to work on the same project, and consultants would be expected to collaborate as needed in support of a successful outcome. It is also possible DCYF would encourage a subcontracting relationship between two or more qualified consultants that demonstrate different areas of expertise.

Q: Do applicants need to submit a proposed scope of work with activities, timelines, etc.? Or, will this be requested after April 28?

A: A scope of work with activities and timeline/s is not necessary to submit in this proposal. Scopes of work will be determined based on individual project needs and will be part of the future contracting process.

Next Steps & Timing

Q: On page 5 of the RFQ, regarding the April 16, 5 pm submission deadline: is this 5 pm Pacific time? Please provide a time zone.

Q: On page 7 of the RFQ, please confirm all deadline times are for Pacific time zone.

A: All deadline times are in Pacific Time.

Other Application Clarifications

Q: Has this RFQ been issued before? If so, who is/are the incumbent firm(s)?

A: This RFP has not been issued before.

Q: What is the anticipated budget or budget range for these services?

Q: What is your budget for evaluation services for this contract?

Q: What is the budget range (if you have it) for each of the two projects mentioned in the RFQ?

A: No budget information is necessary in this proposal. Project budgets will be determined based on individual project needs and will be part of the future contracting process.

Q: On page 5 of the RFQ, regarding Interviews, there appears to be missing info. "DCYF may request either an interview as part of the review process." Is there an "or" option?

A: The work word "either" is an error, and the sentence should read as follows: DCYF may request an interview as part of the review process.

Q: On page 20 of the RFQ, under *Experience*, the RFP notes that "All projects must have started within the last five (5) years." If projects are still ongoing, is it ok to include them even though they had started before 2016?

A: As long as the project is still in progress it is fine to include the project in the Experience section of the proposal.

Q: Do you require three total references or three references each for the lead project manager and organization? s

A: Three total references must be included that can offer information about both the consultant/ organization and lead project manager.