

RFQ QUESTIONS & ANSWERS

I. QUESTIONS & ANSWERS

Q#	Question	Answer
1	What is the earliest funding could be available? (i.e., if approved for Pre-Qualification and if in receipt of a Notice of Intent to Award, is there a timeline for funding an applicant could expect?)	The Adult Probation Department will issue notices of intent to award an contract to pre-qualified agencies when a service need arises and when funds become available. Note that agencies pre-qualified under this RFQ are not guaranteed a contract.
2	In the RFQ document, Page 6, section 4.1 says proposals must be emailed. Section 4.2 of the same page says proposal pages must be packaged in an envelope. Can you please clarify the correct submission method and instructions?	<p>RFQ Section 4.2 contained a typographical error that has now been corrected.</p> <p>In order to be considered, Proposals <u>must be e-mailed</u> to Elisa Baeza at elisa.baeza@sfgov.org by the specified deadline on the RFQ cover page.</p> <p>Proposals submitted by postal mail or fax will not be accepted. Late submissions will not be considered.</p>
3	<p>On page 6 of 8 of the RFQ section 4.1 Time and Place for Submission of Proposals, it states, "In order to be considered, Proposals must be e-mailed to Elisa Baeza at elisa.baeza@sfgov.org by the specified deadline on the RFQ cover page. Proposals submitted by postal mail or fax will not be accepted."</p> <p>Right below that in section 4.2 Proposal, in the middle of the second paragraph, it states, "All documents must be submitted on recycled paper (30% or higher) and must be printed on double-sided pages."</p> <p>This implies a paper submission submitted by postal mail. Do we submit our proposal electronically and/or by paper mail?</p>	<p>Please see Q#2 for more information.</p>

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4	What is the appropriate method for submission? Do applicants email the submission or also hand deliver our submission in an envelope? Page 6 of the RFQ reads, "The following items must be included in your response and packaged in an envelope clearly marked RFQ#SFAPD2020-02 Housing and Supportive Services." Can you please clarify?	Please see Q#2 for more information.
5	Can all the forms be provided to applicants so they are writable and not non-fillable PDFs?	All forms that need to include Proposer information are available in Word format, and are writeable. This includes RFQ Attachments V (MQs) and VI (Narrative & Budget). We have now posted RFQ Attachment IV (Cover Sheet) in Word format as well. All other Attachments will remain in their current format.
6	Is there a form/template you want applicants to use for the budget and/or for the budget justification? Are there page limitations for the budget and/or the budget justification? Are the budget and budget justification pages included in the overall RFQ proposal's page limitations (in the 14-page limit)?	No – there is no form or template required for the estimated budget or budget justification. Yes – the estimated budget or budget justification are included in RFQ Attachment VI's 14-page maximum.
7	Should the proposed budget be for 1 year or for 2 years?	If your estimated budget for Year 2 will be significantly different from your estimated budget for Year 1, then please submit an estimated two-year budget. Note that for this RFQ, we are only interested in knowing what the estimated costs look like to run a 12-month program. Please consider this as the maximum number of pages allowed for RFQ Attachment VI is 14-pages, which includes the attachment instructions.
8	Do you have a budget template or suggested budget format that we should use?	No – there is no form or template required for the estimated budget. Please see Q#7 for more information.
9	Can you give us a target number of individuals served per day or month in housing and in supportive services that we can use to project expenses?	SFAPD currently funds several transitional housing programs and two rental subsidy programs. At any given time, across our housing portfolio, there are approximately 300 clients accessing housing services. Our reentry services center, the Community Assessment and Services Center (CASC) - pre-COVID19 - served approximately 130 clients per day with a range of supportive services ranging from groups and classes, case management, peer support, 1:1 therapy, employment placement, retention services, and benefits acquisition, etc. Furthermore, there are approximately 300 clients at any given time receiving CASC case management services and 115 receiving CASC medication management services. Annually, the CASC serves about 3,500 justice-involved adults. The CASC – a behavioral health focused, multi-services one-stop reentry center – is managed by the University of California San Francisco's Psychiatry Department.

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10	Can individuals opt into just housing and not supportive services? Or can individuals opt into supportive services but not housing? Or must individuals receive BOTH housing and supportive services in order to be eligible for services under this funding?	No – all clients in SFAPD-funded housing programs are required to be connected to SFAPD-funded case management services, or other approved clinical or case management services.
11	Is there a current provider on this contract? If so, what is the process for viewing the current provider's contract and bid?	There are no current contracts resulting from this Request for Qualifications (RFQ). The purpose of this RFQ is to pre-qualify agencies that provide housing and supportive services to SFPAD's target population so that SFAPD may be able to contract with them should a need arise. Note that not all pre-qualified agencies will be awarded a contract.
12	If there is a current provider on this contract, would you please share their current subcontractors?	Please see Q#11 for more information.
13	Would you be able to provide a copy of the previous two years of actual expenses on this project?	Please see Q#11 for more information.
14	If this is an existing contract, could you tell us how many individuals were served in each year of the last two contract years?	Please see Q#11 for more information.
15	What percentage of costs should be allocated to supportive services versus housing costs based on either previous year actuals, or projections?	<p>There are no required thresholds for cost allocations for supportive services versus housing costs. We are only interested in knowing what the estimated costs look like to run a 12-month program.</p> <p>The budget justification should include a concise description of every cost listed in the estimated budget. Your estimated budget should be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Proposers should demonstrate in the budget justification how it will maximize cost effectiveness of award expenditures in particular to justify the proposed costs in relation to potential alternatives to achieving the same project goals. For example, the justification should detail why planned in-person meetings/trainings are necessary versus webinars or remote meetings. The budget justification should be mathematically sound and correspond clearly with the line item computations provided in estimated budget. The budget justification should explain how the proposer estimated and calculated all costs, and how those costs are necessary to the completion of the proposed program.</p> <p>Please consider the above when completing your RFQ Attachment VI, as the maximum number of pages allowed is 14-pages, which includes the attachment instructions.</p>

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16	Should our budget section reflect a 2-year budget for a maximum of \$30,000,000 or 5 years for a maximum of \$75,000,000?	No – the \$15,000,000 amount published in the RFQ refers to the combined total value of all contracts resulting from the RFQ's pre-qualified agency list. The amount of \$15,000,000 does not refer to the value of an individual contract resulting from the RFQ.
17	Is the expectation that we develop a budget for the maximum amount of \$15,000,000 per year?	Please see Q#15 and Q#16 for more information.
18	On attachment VI: Project Narrative and Estimated Budget, B. Estimated Budget, it indicates that 10 points are allocated towards the scoring of the budget. On what criteria is the budget actually scored? Is the lowest responsive budget awarded 10 points? Or are points allocated based on the quality and detail of the budget portion of the proposal?	Please see Q#15 and Q#16 for more information.
19	Is there a cap on indirect of administrative costs?	No – there is no cap on indirect costs. Typically, the indirect rate is negotiated during the contract negotiation process.
20	Once a contract is in place, is there a mechanism to move funds from one line item to another based on need?	Yes – there are internal processes in place for budget modifications.
21	Is this a cost reimbursement contract or a fee for service contract?	The contracts resulting from this RFQ will follow a cost reimbursement approach.
22	What is the expected time between invoice submission and payment? Within 30 days?	Payments are typically made by City to the contractor within 30 days after the City has received the contractor's cost reimbursement request.
23	Are proposers able to self-refer services? In other words, can we pay for rent on housing that we may own or lease and directly provide supportive services?	Yes – we fund several master lease buildings in the City. You would propose rent on housing as an expenditure in your estimated budget. If your proposed project model is for housing and onsite supportive services, then please include those expenditures in your estimated budget.
24	Will the successful bidder be able to request advances on the contract? On contracts of this size, we typically request 25% upon contract execution.	Proposals that meet or exceed the 70-point threshold will be pre-qualified, and will be eligible to enter into a contract with the SFAPD. There is no guarantee on the total contract value, or advance value. Requests for advances will be considered on a case-by-case basis, and are not guaranteed.
25	How many contracts are you intending to award under this RFQ? Just one?	This is unknown.
26	Are bidders allowed to submit a collaborative proposal where one agency is the overall lead and another agency manages the subcontracts for housing and supportive services?	Yes – collaborative proposals where one agency is the overall lead and another agency manages the subcontracts for housing and supportive services will be considered.

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27	Would bidders be allowed to subcontract out additional transitional services?	Yes – proposals that describe subcontracting additional services will be considered. While there are no specific subcontracting requirements for this RFQ, we do encourage proposers to explore the City's directory of certified agencies that may be approached for subcontracting: http://mission.sfgov.org/hrc_certification/
28	Could an agency be named as a subcontractor in a proposal, and then submit a proposal as the lead?	Please see Q#26 and Q#27 for more information.
29	In RFQ Attachment 1: Terms and Conditions, p. 2 of 11, 8. City's Approval of Rights Over Subcontractors and Subcontractor Payments, it states, "Proposers must identify all subcontractors in their proposals and these subcontractors must conform to all City policies regarding subcontractors." Should these subcontractors simply be listed in the narrative section? Or the budget section?	Yes – please identify and briefly describe subcontractors in your project narrative, estimated budget, and budget justification (see RFQ Attachment VI).
30	Are there any COVID19 restrictions that we need to account for in our bid (e.g., remote services, testing, etc.)?	All reentry services are available at this time. While the physical building is currently closed, our case management providers are working at a centralized location. SFAPD has also issued tablet devices to all of our housing programs so that clients are able to access all supportive services virtually (e.g., 1:1 therapy, groups/classes, employment placement, etc.). In addition, COVID19 testing in the City is readily accessible to clients and staff. SFAPD is working with housing and case management partners to ensure that all operations are compliant with the City's Department of Public Health.
31	Are there any requirements on staff qualifications?	No – we rely on the expertise of our providers to properly staff programs as aligned with evidence-based best practices. For example, our case management providers currently use a 15:1 ratio for clinical case management, and a 25:1 ratio for reentry case management. Please refer to RFQ Section 2 (Scope of Work) for more information about project requirements.
32	Are there any required staffing ratios for supportive services?	Staffing decisions will be based on the SFAPD needs and will be discussed further during contract negotiations. SFAPD relies on our providers to ensure their programs are properly staffed. Please describe your proposed staffing ratios in your project narrative, estimated budget, and budget justification (see RFQ Attachment VI).
33	Are there any required staff positions?	Please see Q#31 and Q#32 for more information.

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34	On page 1 of 11 of the RFQ Attachment I: Terms and Conditions, 5. Staffing it states: “The key individuals listed and identified in the proposal will be performing the work and will not be substituted with other personnel or reassigned to another project by the Proposer/Contractor without the City’s prior written approval or request.” Is this implying that we must identify the staffing in the narrative of the proposal? Or in the budget proposal? Or upon award?	Please identify staffing in the narrative, estimated budget, and budget justification (see RFQ Attachment VI). If you have not currently hired – and will eventually hire – a staff position for your proposed project, then include the position title in the budget, and describe the position in the budget justification.
35	It is important to us that we be able to hire qualified people who were formerly incarcerated who have demonstrated successful reentry. Will this be allowable?	Yes – this is allowable.
36	Is there any expectation for the collection and entry of data?	Yes – data collection and data entry about your program and program participants is expected and will be required, and will be explained in detail during contract negotiations.
37	Is there an expectation for the provision of quality assurance?	Yes – program quality assurance is required, and expectations will be determined during contract negotiations.
38	On page 6 of 11 of the RFQ Attachment I: Terms and Conditions, 25. Public Access to Meetings and Records, it states that the proposer must include in its proposal 1) a statement describing its efforts to comply with the Chapter 12L provisions and 2) a summary of all complaints concerning the proposer’s compliance with Chapter 12L...” Where should this statement be included? Is this to go in the proposal narrative?	You may add a statement on a separate sheet, and include the sheet as an attachment to your final proposal. This sheet will not count towards the maximum number of pages allowed.