

City and County of San Francisco
Sourcing Event ID #0000006733
Worker Rights Protection & Labor Law Outreach Services

Questions and Answers

1. Whether companies from Outside USA can apply for this? (like,from India or Canada)

Answer: Proposers must be registered with the City as a Supplier. You'll be required to register with the City Tax Collector's Office and submit Chapter 12B and 12C forms through the Supplier portal.

2. Whether we need to come over there for meetings?

Answer: Proposers should expect to have regular in-person meetings.

3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Answer: Proposers must demonstrate how they can perform the work from outside of the US.

4. Can we submit the proposals via email?

Answer: Proposers must email electronic proposal package to the Contract Administrator whose name and contact information

5. Attachment 5 section 4 instructions mention "provide information on a minimum of two (2), maximum of three (3) successfully completed projects" as well as "feel free to add one additional project to the template." Would that be 3 or 4 project examples?

Answer: Max of 3 projects, invitation to add is related to the number of templates

6. The number of attachments and supporting documents required to be submitted along with the RFP may exceed the maximum email size limit. Will OLSE accept a link to a Dropbox/Google Drive (or other similar platforms) with the documents?

Answer: If it exceeds the maximum limit, we'll accept a Dropbox link. We will not accept Google Drive or any other platform

7. Given the high cost of living in San Francisco, we are seeing more and more workers living outside of the city. Will OLSE accept outreach to be conducted to workers outside of the city but who are working with SF businesses and are concerned about SF labor laws?

Answer: Depends – can the Proposers performing the outreach verify that these workers work in San Francisco? For example, hold events that are advertised toward San Francisco workers and submit the promotional materials with their quarterly reporting

8. How can indirect/operating costs be represented in the budget template? If they can be included, what is the maximum percentage of direct costs that OLSE will accept?

Answer: It is unclear what is meant by "indirect" costs – OLSE will accept direct costs as outlined in Attachment 6 and those that can be directly connected to the fulfillment of the contract rather than the normal costs of the business. Attachment 6 includes a section towards the bottom to list all other direct costs (ODCs). This applies to all contractors, including subcontractors. Acceptable invoices must reflect the specific costs being billed, which should meet the requirements set forth in the budget template.

9. Attachment 6 budget template no longer provides proposers with the option to choose a template (the version first posted when the RFP was released). Is the "Labor-AvgHrly\$-No Defined Hrs" template the final template that OLSE will accept?

Answer: Attachment 6 is the template OLSE will use to review all proposals. The attachment is in line with OCA requirements.

10. Can OLSE provide more instructions on how to use the budget template? The range of hourly rate for our staff is \$25-\$40. The weighted average hourly rate for 6 staff would only total \$51.60. Are we budgeting for the total cost of the contract or just the hourly rate? What is being evaluated? We understand OLSE is looking for the lowest proposed price but the format of the price proposal needs more clarification.

Answer: The contract provides for funding to perform the outreach duties contracted for, so one would budget for the hourly rate of the employee performing the duties in service of the contract as that amount will fluctuate depending on the services performed.

In regards to instructions on how to use the budget template, below is information on what each column needs to include.

- **Column A:** Organization's Name
- **Column B:** Employee's Position Title
- **Column C:** Employee's Name, if already identified
- **Column D:** Employee's Hourly Rate
- **Column E:** Organizations will need to identify the % of work each staff person will be contributing to that organization's total participation %. The estimated participation as % of total contract (must match CMD Form 2A where LBE Participation is Required).
 - As an example, Org X is performing 30% of the overall contract. The 3 identified staff members will be performing 3%, 10%, and 17% of the work, respectively. The other 70% will need to be divided by the subcontractors and their staff. Reference the example in Attachment 6.
- **Column F:** Do not enter any information. There is a formula in place.
- **Other Direct Costs (ODCs):** List expenses directly incurred in performing work that qualify as Other Direct Costs (ODC) shall not be used to evaluate proposal and may be eligible for reimbursement. All ODC are subject to pre-approval in writing by City. Markups on ODCs or materials for either the Proposer or its Subconsultants are not allowable.

**Add rows as necessary*

11. Should subconsultants and their staff be included in one budget with each subconsultant named under Resource Firm Name?

Answer: Yes to both.

12. Would OLSE consider sharing an alternative budget template that best represents the cost of the project?

Answer: No, because the cost of the project is determined by the outreach duties performed to meet the expectation set forth in the contract.