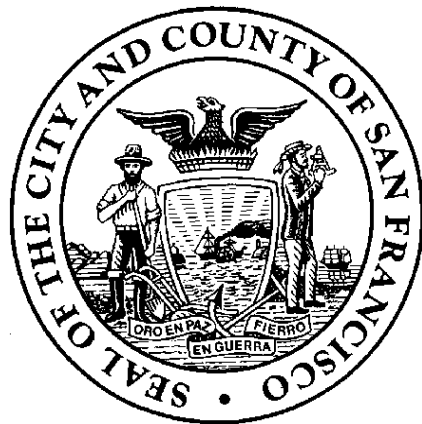


**RFP 2-2021**  
**Chinese Community Problem Gambling Project &**  
**Culturally and Linguistically Appropriate Services Advocacy/Consultation**

**CITY & COUNTY OF SAN FRANCISCO**  
**DEPARTMENT OF PUBLIC HEALTH (SFDPH)**  
**Behavioral Health Services (BHS)**



**OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE**  
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**E-MAIL QUESTIONS & ANSWERS**  
March 11, 2021 through March 19, 2021

**Letter of Intent due: 12:00 pm, April 9, 2021**  
**Applications due: 12:00 pm, April 15, 2021**

1. The Boilerplate Checklist is listed in the RFP under A-1 - required forms for application to be considered. However, in the Excel RFP Form 1, it is not listed. Can you confirm if the Boilerplate Checklist should be included as part of Order 1 documents, or Order 2 documents, or should it be separate?

**This was an error. Please submit Boilerplate Checklist as part of Order 1 documents of your proposal.**

2. For the listing of "current contracts with the City", do we include contracts that originate from the city but are passed through other entities such as San Francisco Public Health Foundation? Also, do we list current city contracts for which we are not the lead agent but a subcontractor?

**"1. List all contracts (both public and private) relevant to services in this solicitation which have been completed during the last five years. Additionally, response must include all current contracts with the City and County of San Francisco, whether or not related to services being solicited."**

**If you are referring to above instructions in RFP Form #2, contracts listed will be used to determine if your proposal meets the Minimum Qualifications.**

3. For RFP Form #2, for the references to verify our current and past contract work - can we list partner agencies/ contact persons, or should it be either the lead/ fiscal agent contact or a contact from the funder/ funding source?

**The person/agency listed should be capable of providing information that your agency meets the Minimum Qualifications. If more than one person is listed per contract, please explain each person's role as it relates to the contract.**

4. For RFP Form #2, given that we are listing contracts performed within the past 5 years, and contact persons at past lead/ partner agencies may change, is it acceptable to list more than one contact person for a given contract/ project, or can we only list one reference per contract/project?

**Please list the person who currently would have the best information on your agency's contract.**

5. In the RFP, Section IV. Application Content, item D. Project/ Service Approach, we are asked to provide the following content: a. Overall scope of work tasks; and b. Schedule and ability to complete the project within the City's required time frame; and c. Assignment of work within your organization's work team. Can this section include tables and charts, or should it only be in narrative format?

**Yes.**