

RFQ 13-2020

Consultant Services for Grant Writing and Program Development Services

E-Questions & Response

March 2, 2020

RFQ 13-2020 AMENDMENTS, UPDATES AND CLARIFICATION:

	<p>RFP 13-2020 has been amended as follows:</p> <ul style="list-style-type: none"><li>• Information in Amendment #2 includes all updates made, including those in Amendment #1.</li><li>• A copy of Amendment #2 is included in this E-Question and Response email as an attachment. You may also find it in the DPH RFP Web Site.</li><li>• Qualification Statement has been updated to include check boxes.</li><li>• Budget Document requirements have been amended.</li><li>• Additional information below:</li></ul>	
1.	<p>The “Qualification Statement” has been updated to include check boxes so you may indicate if you are proposing to support <input checked="" type="checkbox"/> Grant Writing Services or <input checked="" type="checkbox"/> Program Development Services. You may check both boxes to indicate that you are proposing to support both grant writing and Program Development.</p> <ul style="list-style-type: none"><li>• Updated form attached as part of this response, and</li><li>• Uploaded to the DPH RFP database. (<i>Amendment #1</i>)</li></ul>	
2.	<p>The Scoring Criteria Section has been amended for clarification and correction.</p> <ul style="list-style-type: none"><li>• See pages 18, 19 and 20 for updated information.</li><li>• The qualifying score for eligibility has been changed to a total average score of 50.</li><li>• Vendors must have a total average score of 50 or more to qualify to the list.</li><li>• The “Total Score” of your application is based on the average score of the combined review panel scores.</li><li>• Points on the scoring criteria have been corrected for section “(1) Proposal and Agency Overview”.</li></ul>	
3.	<p>Budget Documents requirement has been amended for clarification.</p> <ul style="list-style-type: none"><li>• See pages 16 and 17 of the RFQ for updated information.</li></ul>	
4.	<p>RFQ Contact Information: Nora Macias: 415-554-2684 <a href="mailto:Nora.macias@sfdph.org">Nora.macias@sfdph.org</a></p>	<p>Irene Carmona: 415-554-2652 <a href="mailto:Irene.carmona@sfdph.org">Irene.carmona@sfdph.org</a></p>
5.	<p>Supplier Data update required for Chapter 12X of the Administrative Code prohibitions.</p> <ul style="list-style-type: none"><li>• You must update your supplier account identifying your “Supplier Head Quarters State”.</li><li>• Please sign into your SF City Partners / PeopleSoft Account to update your account.</li><li>• The City Controller has sent your agency an email regarding this new requirement.</li><li>• If you have already completed this task then you are up to date for the 12X data field.</li></ul>	
6.	<p>If you are a NEW vendor to the City and County of San Francisco please be sure to register at:</p> <ul style="list-style-type: none"><li>• <a href="https://sfgov.org/oca/qualify-do-business">https://sfgov.org/oca/qualify-do-business</a></li><li>• We have also attached the “A Step by Step Guide to Becoming an Approved Supplier”</li></ul>	

## Submitted E-Questions and Response

1	<p><b>Can Consultants propose performing only one (1) function, such as grant writing?</b></p>
	<ul style="list-style-type: none"> <li>• Yes, your proposal may be in response to the grant writing services only.</li> <li>• Please check the appropriate box(s) on the updated “Qualification Statement” indicating that you are proposing to support Grant Writing services.</li> <li>• In your program overview, please clearly demonstrate that you are applying for grant services only.</li> </ul>
2.	<p><b>I cannot tell if we need to submit a proposal to continue the current work we do which does not really fit under the broad scope included under grant writing and program development.</b></p> <p><b>If we do not submit a proposal, will our current contract end on June 30 or will it be extended as is?</b></p>
	<ul style="list-style-type: none"> <li>• This is a Request for Qualifications process.</li> <li>• The Department intends to create a <b>pre-qualified list</b> of vendors to support DPH as needed professional consulting services for grant writing and program development services.</li> <li>• At this time, we do not have any specific services/projects outlined in this RFQ.</li> <li>• This RFQ is intended to create a pre-qualified list of service providers who have the qualifications to support the services outlined in the RFQ.</li> <li>• We understand that not all possible services may be listed.</li> <li>• We would like your agency to submit a proposal describing your skills and qualifications as they relate to either Grant Writing or Program Development services, or both.</li> <li>• <b>If you have questions regarding an existing contract please contact your Department Program Manager directly to determine the continuation of services or future bid opportunities.</b></li> </ul>
3	<p><b>Is the Department seeking to pre-qualify a list of vendors which can provide <u>both</u> Grant Writing and Program Development/Technical Assistance Support services?</b></p> <p><b>Or is the Department seeking to pre-qualify a separate list of Grant Writing service vendors and a separate list of Program Development and Technical Assistance Service vendors? If the latter, will the Department revise sections of the RFQ that call for demonstrated experience and client references in both categories of service (p. 12 – Minimum Qualifications; p. 16 – Relevant Experience and Past Performance; pp 17-18 – Scoring Criteria, etc.)?</b></p>
	<ul style="list-style-type: none"> <li>• The Department is seeking to pre-qualify a list of vendors who can provide Grant Writing support and Program Development support.</li> <li>• A potential vendor may submit a proposal that supports both Grant Writing and Program Development or you may indicate that you are submitting a proposal that will focus on Grant Writing only, or Program Development only.</li> <li>• We have updated the Qualification Statement so you may indicate that your agency is submitting a proposal for Grant Writing, Program Development, or both.</li> <li>• We have amended the qualifying scoring criteria to account for vendors who wish to qualify for only one service area of the RFQ.</li> </ul>

4	<p>In demonstrating the ability to provide services for Grant Writing and Program Development and Technical Assistance Support, may vendors select services from the list of 18 services under each category for which it wishes to be qualified or must a vendor demonstrate that it has the ability to provide <u>all</u> 18 services listed under each category (Grant Writing and Program Development and Technical Assistance Support). Page 15 seems to provide flexibility by stating, “Describe all the components of the proposed grant writing and program development services outlined in the application and be clear about <i>which services</i> you are responding to support”. The two proposed service categories are different in skill sets, qualifications, etc.</p>
	<ul style="list-style-type: none"> <li>• The listed services under Grant Writing and Program Development are the qualifications that we optimally would like to see in a proposal.</li> <li>• We understand that each vendor/supplier may have unique skills and qualifications that may be focused on a specific skill set that may not be listed in the RFQ.</li> <li>• We ask that you provide all of your skills related to the services outlined in the RFQ.</li> <li>• We understand that your agency may be interested in only supporting one service category.</li> <li>• In your proposal, please demonstrate your agency skills and qualifications to provide either Grant Writing services, Program Development services, or both.</li> </ul>
5	<p>The RFQ states that three references are required (p.3, p. 16) but in other sections, the RFQ states three references for Grant Writing <u>and</u> three references for Program Development and Technical Assistance Support services are required (see p. 16 – Relevant Experience and Past Performance, p. 18 – Scoring Criteria). Please clarify.</p>
	<ul style="list-style-type: none"> <li>• If your agency is applying for Grant Writing, please provide three (3) references that will support your grant writing skills.</li> <li>• If your agency is applying for Program Development, please provide three (3) references that will support your program development skills.</li> <li>• If your agency is applying for both Grant Writing and Program Development, please provide three (3) references that will support both your grant writing and program development skills.</li> </ul>
6	<p>May the same agency serve as a reference for Grant Writing and Program Development and Technical Assistance Support Services where a vendor has provided services under these two categories to the same agency?</p>
	<ul style="list-style-type: none"> <li>• Yes. However, each of the three (3) references should support both grant writing and program development services.</li> </ul>

7	<p><b>Since the specific scope of work for future Grant Writing or Program Development and Technical Assistance Support services projects will be determined through a subsequent review process (<u>after</u> the list of pre-qualified vendors is established through this RFQ), what budget perimeters or assumptions should a vendor use in developing budget documents?</b></p>
	<p>The "Budget Document" section of the RFQ has been amended.</p> <ul style="list-style-type: none"> <li>• We would like you to submit an example/sample/estimated budget that outlines the direct services or rates involved in providing the services outlined in this RFQ.</li> </ul> <p>Examples of a budget may include:</p> <ul style="list-style-type: none"> <li>• Sample/Estimated budget</li> <li>• Outline of service rates and expenses</li> <li>• Staff providing the direct services, if applicable.</li> <li>• Standard operating expenses.</li> <li>• Standard consultant rates.</li> <li>• Cost worksheet.</li> </ul> <p>This is a request for qualifications process only.</p> <ul style="list-style-type: none"> <li>• Agencies who provide an example/sample/estimated budget, will receive the maximum points allocated in the budget section of the scoring criteria.</li> </ul>
8	<p><b>On page 18 - Scoring Criteria, 3) Budget Overview and Detail, proposals will be evaluated on whether the budget submitted is reasonable and supports services outlined in this solicitation. What general guidelines will be followed by the Department/reviewers to determine whether a submitted budget is "reasonable" when specific projects/scopes of work/budgets will be identified through a subsequent process (<u>after</u> the list of pre-qualified vendors is established)?</b></p>
	<p>The "Budget Document" section of the RFQ has been amended.</p> <ul style="list-style-type: none"> <li>• We would like you to submit an <u>example/sample/estimated budget</u> that outlines the agency direct services or rates involved in providing the services outlined in this RFQ.</li> </ul> <p>Examples of a budget may include:</p> <ul style="list-style-type: none"> <li>• Sample/Estimated budget</li> <li>• Outline of service rates and expenses</li> <li>• Staff providing the direct services, if applicable.</li> <li>• Standard operating expenses.</li> <li>• Standard consultant rates.</li> <li>• Cost worksheet.</li> </ul> <p>This is a request for qualifications process only.</p> <ul style="list-style-type: none"> <li>• Agencies who provide an example/sample/estimated budget, will receive the maximum points allocated in the budget section of the scoring criteria.</li> </ul>

9

Related to Question #5, on page 16 - Budget Documents, what would be considered a typical program/fiscal administration contract budget in terms of the Department's expectations for personnel, operating expenses and indirect expense as it relates to professional consultant services and where specific project scope of work and funding are not yet known (to be determined through a subsequent process after the list of pre-qualified vendors is established).

This is a solicitation for as needed professional consultant services for Grant Writing and Program Development and Technical Assistance Support. These types of contracts are structured very differently than a typical program/fiscal administration contract in that an agreed upon hourly consultant rate and total units of service is included in budget documents (Appendix B) to deliver a defined set of tasks/services (Appendix A). The hourly consultant rate is inclusive of personnel/ operating expense/indirect expense to perform those tasks/services. Most of the tabs in the DPH Budget Template are not applicable.

In this case, for the purpose of meeting the RFQ requirement to submit budget documents, would the Department accept, without a loss of scoring points, the submission of a "proposed cost worksheet" as the required budget document that shows consultant job categories, hourly rates, estimated number of hours, and estimated costs to support the services requested for Grant Writing and Program Development and Technical Assistance Support under the RFQ? See example below.

#### Proposed Cost Worksheet

Job Categories	RFQ Category	Requested Service	# of Hours	Hourly Rate	Cost
Sr. Consultant	Grant Writing	Grant narrative development and writing	X hrs.	\$X/hr.	\$X
Sr. Consultant Trainer	Program Development	Training, technical assistance or learning opportunities	X hrs.	\$X/hr.	\$X
<b>Consultant Subtotal</b>					\$X
<b>Other Project Service Support Costs Subtotal</b>					\$X
1. Description of service support cost					\$X
2. Description of service support cost					\$X
<b>Total Sample Project Budget</b>					\$X

- **Yes, we will accept a proposed cost worksheet.**

10	<p><b>On page 18 - Scoring Criteria, 3) Budget Overview and Detail, proposals will be evaluated on whether the budget submitted is reasonable and supports services outlined in this solicitation. What general guidelines will be followed by the Department/reviewers to determine whether a submitted budget is “reasonable” when specific projects/scopes of work/budgets will be identified through a subsequent process (after the list of pre-qualified vendors is established)?</b></p>
	<p>The “Budget Document” section of the RFQ has been amended.</p> <p>We would like you to submit an <u>example/sample/estimated budget</u> that outlines the agency direct services or rates involved in providing the services outlined in this RFQ.</p> <p>Examples of a budget may include:</p> <ul style="list-style-type: none"> <li>• Sample/Estimated budget</li> <li>• Outline of service rates and expenses</li> <li>• Staff providing the direct services, if applicable.</li> <li>• Standard operating expenses.</li> <li>• Standard consultant rates.</li> <li>• Cost worksheet.</li> </ul> <p>This is a request for qualifications process only.</p> <ul style="list-style-type: none"> <li>• Agencies who provide an example/sample/estimated budget, will receive the maximum points allocated in the budget section of the scoring criteria.</li> </ul>
11	<p><b>On page 7 – Funding, under fund sources for this solicitation, does the Department expect to utilize SAMHSA <u>Substance Abuse Block Grant</u> funds as a source for future Program Development and Technical Assistance Support professional services contracts?</b></p>
	<ul style="list-style-type: none"> <li>• At this time the Department is seeking to pre-qualify a list of vendors who can provide both Grant Writing support and Program Development support.</li> <li>• At this time there are no specific funding opportunities tied to this “pre-qualifying” process.</li> <li>• Future funding opportunities will be determined through a subsequent solicitation and review process.</li> </ul>
12	<p><b>On page 13, Service Solicited – there is a list of Department of Public Health, San Francisco Health Network (SFHN) and Population Health Division programs included for services solicited and the need to support “public health related grants”. SFHN – Behavioral Health Services programs are not included on the list of programs for which services are solicited. Does this RFQ include Grant Writing and Program Development and Technical Assistance Support services provided by the SFHN-Behavioral Health Services?</b></p>
	<p>This RFQ is designed to support Department of Public Health program divisions which include the:</p> <ul style="list-style-type: none"> <li>• San Francisco Health Network</li> <li>• Population Health Division</li> </ul> <p>The final RFQ 13-2020 prequalified list will be available to all divisions of the Department of Public Health.</p> <ul style="list-style-type: none"> <li>• A subsequent solicitation and review process of the prequalified list will determine any future contract negotiations.</li> </ul>

13	<b>Related to Question #9, on page 14, the RFQ refers to “public health” interventions (see bullets 1 and 2 under Program Development and Technical Assistance Support services). Is this a reference to Population Health Division public health programs, or more generally to Department of Public Health programs including, but not limited to, SFHN-Behavioral Health Services?</b>
	<p>This RFQ is designed to support all Department of Public Health program divisions which include the:</p> <ul style="list-style-type: none"> <li>• San Francisco Health Network</li> <li>• Population Health Division</li> </ul> <p>The final RFQ 13-2020 prequalified list will be available to all divisions of the Department of Public Health.</p> <ul style="list-style-type: none"> <li>• A subsequent solicitation and review process of the prequalified list will determine any future contract negotiations.</li> </ul>
14	<b>On page 17 – Scoring Criteria – the scoring grid is labeled, “Program Administration and Support Services”. Are all of the scoring criteria included applicable to RFQ No. 13-2020, or should some be revised or excluded that may have been applicable to “Program Administration and Support Services”?</b>
	We have amended/corrected the Scoring Criteria grid title to list as - <b>“Grant Writing and Program Development”</b> .
15	<b>On page 17 – Scoring Criteria, 1) Proposal and Agency Overview, there are three criteria to be rated, each for up to 2 points (3 x 2 = 6 points); yet the maximum points possible for this subcategory is 8 points. Is there a criterion missing?</b>
	We have amended the RFQ scoring criteria correcting the points allocated to (1) Proposal Agency Overview”. The total points available for this section of the scoring criteria remains at 8 points.
16	<b>Section II.C.2.a of the RFP indicates that there is a 20 page limit for the narrative. Does this include the budget documents?</b>
	No. The budget documents are not included in the narrative page count.

17	<p>Section II.C.3 of the RFP states, "Proposal must include a program budget and justification identifying designated staff, operating expenses, and indirect expense that supports a typical program/fiscal administration contract." <b>Given that this is an RFQ without a specific scope of work, are respondents meant to include a sample budget for a typical grant writing contract and another sample budget for a typical program development and technical assistance contract?</b></p>
	<p><b>The "Budget Document" section of the RFQ has been amended.</b></p> <p>We would like you to submit an <u>example/sample/estimated budget</u> that outlines the direct services or rates involved in providing the services outlined in this RFQ.</p> <p>Examples of a budget may include:</p> <ul style="list-style-type: none"> <li>• Sample/Estimated budget</li> <li>• Outline of service rates and expenses</li> <li>• Staff providing the direct services, if applicable.</li> <li>• Standard operating expenses.</li> <li>• Standard consultant rates.</li> <li>• Cost worksheet.</li> </ul> <p>This is a request for qualifications process only.</p> <ul style="list-style-type: none"> <li>• Agencies who provide an example/sample/estimated budget, will receive the maximum points allocated in the budget section of the scoring criteria.</li> </ul>
18	<p>Section II.C.3 of the RFP states, "You may use the budget forms located in Appendix A-1." <b>Are respondents required to use these forms?</b></p>
	<p><b>No, you are not required to use the standard budget forms as part of this RFQ response.</b></p> <p><b>The "Budget Documents" section of the RFQ has been amended.</b></p> <p>We would like you to submit an <u>example/sample/estimated budget</u> that outlines the direct services or rates involved in providing the services outlined in this RFQ.</p> <p>Examples of a budget may include:</p> <ul style="list-style-type: none"> <li>• Sample/Estimated budget</li> <li>• Outline of service rates and expenses</li> <li>• Staff providing the direct services, if applicable.</li> <li>• Standard operating expenses.</li> <li>• Standard consultant rates.</li> <li>• Cost worksheet.</li> </ul> <p>This is a request for qualifications process only.</p> <ul style="list-style-type: none"> <li>• Agencies who provide an example/sample/estimated budget, will receive the maximum points allocated in the budget section of the scoring criteria.</li> </ul>



19	<p>In Section II. C. 5) Scoring Criteria it is stated to “Demonstrates three (3) years’ experience supporting Grant Writing efforts for the San Francisco Department of Public Health programs or other local, State, or Federal Agencies.” By local agencies, does that mean local government agencies, or does it also include local non-profits and community-based organizations?</p>
	<p>We would like applicants to demonstrate experience with the following agencies:</p> <ul style="list-style-type: none"> <li>• San Francisco Department of Public Health, or</li> <li>• Other local City government agencies, or</li> <li>• County government agencies, or</li> <li>• State government agencies, or</li> <li>• Federal government agencies.</li> </ul>
20	<p>Is there a minimum or maximum page or word length for the references?</p>
	<p>We would like you to provide the contact information only.</p> <ul style="list-style-type: none"> <li>• Names of individuals to contact.</li> <li>• Name of agency.</li> <li>• Phone Number.</li> <li>• Email address.</li> </ul>

**PLEASE NOTE:**

- RFQ 13-2020 proposal packages are due on March 30, 2020 BY 12:00 Noon
  - To the Contracts Unit, 101 Grove Street – Room 402, SF CA 94102
  - Attention: RFQ 13-2020