

RFQ 3-2020

Department of Public Health As Needed Project Based Support Services

Updates & Corrections

E-Questions and Responses

February 6, 2020

The response to E-Questions has been separated into two sections.

Section I. will address any updates and/or corrections to the RFQ language.

Section II. will address the submitted “E-Questions”.

Many of the submitted E-Questions were similar in content. We have summarized some of your questions and have provided a response.

Section I. Updates & Corrections to RFQ 3-2020

Update	DPH General Budget documents has been updated to include DPH budget templates, instructions, and sample justification.
Correction	We are correcting the language in the Minimum Qualification item #2: 2. Applicant must be licensed a valid/registered City Supplier to do business with the City and County of San Francisco. City and County of San Francisco government departments/sections may NOT apply.

Section II. E - Questions & Responses

	E-Questions regarding CMD Forms and Equal Benefits and Local Business Enterprise (LBE) participation.
1.	E-Question: Are we required to submit CMD 3, 4, and 5 Forms with the proposals?
	Yes. You are required to submit one original copy of CMD Form 3, 4, and 5 with the proposal package. The forms should be placed in a separate, sealed envelope labeled CMD HCAO MCO Forms.
2.	E-Question: Per CMD Form 5 Employment Form, is there an expectation that all employees, future employees and operational staff costs to be encapsulated or is a projected/sample list sufficient?
	Your agency must list key personnel designated to provide the program administration and support services that are outlined in the RFQ. The employees listed should reflect those listed in your proposed budget.

3.	E-Question: Do the additional forms and instructions in CMD Attachment 2 in Appendix A-2 also need to be submitted?
	<p>You are only required to complete and attach the following CMD Forms to your proposal package:</p> <ul style="list-style-type: none"> 1) CMD Form 3 Compliance Affidavit Form 2) CMD Form 4 Joint Venture Form (indicate N/A if not applicable) 3) CMD Form 5 Employment Form
4.	<p>E-Question: We are in the process of completing our LBE certificate. How long does the process take to get approved after submission of all requirements?</p> <p>Can we have an LBE certificate approved prior to proposal due date if we meet all eligibility requirements?</p>
	<p>LBE certification is administered by the Contract Monitoring Division (CMD).</p> <p>You may contact Alysabeth Alexander-Tut to inquire about the LBE certification process and timeline.</p> <p style="text-align: center;"> Alysabeth Alexander-Tut Contract Compliance Officer Local Business Enterprise Unit (LBE) Contract Monitoring Division City and County of San Francisco Office: (415) 274-0511 Email: alysabeth.alexander-tut@sfgov.org </p>

E-Questions regarding Solicited Services & References	
1.	E-Question: P. 12, List of Services: Must a qualified vendor be able to provide all 18 services listed? What are the consequences if lacking experience in one or more of the services listed?
	<p>This is a Request for Qualification solicitation.</p> <p>Applicants are requested to propose the services that they specialize in with regards to the listed services outlined in the RFQ. You are not required to demonstrate experience in all of the listed service specifications.</p> <p>We are asking that you demonstrate your agencies expertise in the listed service specifications and in any additional services your agency may provide.</p>
2.	E-Question: References: Can references provided in response to previous DPH RFPs or RFQs be used to support this RFQ? Can subcontractors or consultants under the proposer's prior DPH contracts be used as references? Can city staff or subcontractors from non-DPH departments provide references? Can staff of private foundations or staff of non-San Francisco city and county departments provide references?
	<p>We are requesting three (3) references.</p> <p>The references you provide should be from individuals, an agency, or institutions who you have contracted with to provide the services outlined in this RFQ.</p>

Budget E-Questions & Responses	
1.	E-Question: Are we required to complete the DPH General Budget form located in Appendix A-1?
	<p>The services we are soliciting are Program Administration services which includes Fiscal Management and or Fiscal Sponsors.</p> <p>We consider this the “Direct Service” that your agency is responding to in the RFQ.</p> <p>The budget template in this RFQ is the standard budget documents that will be required in the event your agency is successful in moving forward to contract development.</p> <p>We ask that you complete this budget template and include/identify the key staff who participate in the delivery of Program Administration and/or Fiscal Management services.</p> <p>This may include identifying designated staff, operating expenses, and indirect expense that support a typical program/fiscal administration contract.</p>
2.	E-Question: If we apply as Fiscal Agent/Sponsor or Fiscal Intermediary, which does not provide direct services, what should our program budget look like? Where do the line items and amounts come from?
	<p>The services we are soliciting are Program Administration services which includes Fiscal Management and or Fiscal Sponsors.</p> <p>We consider this the “Direct Service” that your agency is responding to in the RFQ.</p> <p>The budget template in this RFQ is the standard budget documents that will be required in the event your agency is successful in moving forward to contract development.</p> <p>We ask that you complete this budget template and include/identify the key staff who participate in the delivery of Program Administration and/or Fiscal Management services.</p> <p>This may include identifying designated staff, operating expenses, and indirect expense that support a typical program/fiscal administration contract.</p>
5.	E-Question: n P. 8, Subcontractors, Allowable Direct Cost: If the prime contractor utilizes subcontractors, and the subcontractors’ services are an allowable direct cost, how does the prime contractor get paid beyond the indirect rate charged only on the first \$25,000 of each subcontract? And how is the prime contractor’s indirect rate determined?
	<p>The services we are soliciting are Program Administration services which includes Fiscal Management and/or Fiscal Sponsors.</p> <p>We consider this the “Direct Service” that your agency is responding to in the RFQ.</p> <p>We ask that you complete this budget template and include/identify the key staff who participate in the delivery of Program Administration and/or Fiscal Management services.</p> <p>Regarding the \$25,000 indirect rate per subcontractor: We are currently investigating the policies that govern the OMB Circular: Part 200 Subpart A Section 200.68 MTDC, to determine how this will be implemented in new Program Administration/Fiscal Administration contracts as it relates to the subcontract line item and the indirect rate.</p>

General E-Questions & Responses	
1.	E-Question: Will my proposal be rejected if I only have 2 years of experience related to your list of minimum qualifications?
	<p>Applicants must meet the minimum qualifications outlined in this RFQ.</p> <p>If your agency does not have the three (3) years experience as outlined in the RFQ your application will be rejected.</p>
2.	<p>E-Question: Applicant must be licensed to do business with the City and County of San Francisco. City and County of San Francisco government departments/sections may NOT apply."</p> <p>Currently, we don't have a license to do business with the City and County of San Francisco. Can we still Submit our response to the RFQ No. 3-2020 and apply for this license once the award is announced?</p> <p style="text-align: center;">(Or)</p> <p>Is it mandatory to hold the licence in order to responding to the said RFQ or before the announcement of award.</p>
	<p>The language has been updated to read as follows:</p> <p>2. Applicant must be licensed a valid/registered City Supplier to do business with the City and County of San Francisco. City and County of San Francisco government departments/sections may NOT apply.</p> <p>You are not required to hold a license in order to respond to this RFQ.</p>
3.	E-Question: P. 16, Bidder Rating Discount: Do respondents who are "a certified nonprofit entity" get 10 points added to the Technical Review Score?
	Bidder Rating Discount bonus points only apply to CMD Certified LBES.
4.	E-Question: Is there a complete list of documents you want submitted in response to this RFQ?
	A complete list of the required documentation are listed on pp. 20-21 of RFQ 3-2020.

Proposals are Due Thursday, March 5, 2020 by 12 Noon

101 Grove Room 402

San Francisco, CA 94102

Attn: RFQ 3-2020