

E-MAIL QUESTIONS AND ANSWERS
November 30, 2018 through December 14, 2018
for
RFQ 45-2018

**City and County of San Francisco, Department of Public Health
Behavioral Health Services**



Request for Qualifications (RFQ) 45-2018

Youth Cannabis Use Prevention Pilot Project (YCUPP)

Letters of Intent are due on or before 12:00 pm **January 8, 2019**.
Please email sfdphcontractoffice@sfdph.org

Applications are due on or before 12:00 pm Tuesday, January 22, 2019

1. What is the grade level for the Priority Subgroup #2: Youth Making the Transition from Middle School to High School?
Answer: Grades 5 to 6

2. What constitutes a non-traditional public high school?
Answer: County run schools (i.e. Downtown High School)

3. Under Statement of Qualifications, can youth development services be unrelated to cannabis?
Answer: Yes, it pertains to experience in working with youth development

4. Under Statement of Qualifications section 1a, are the YCUPPP program components the ones listed on pages 8 - 9? Does each program that we cite have to incorporate all the design components? Do examples of service success need to be provided for all the design components?
Answer: Program Components are identified under the section Program Design (page 8-9). Yes, each program must incorporate all the components.
Service success is demonstrated through satisfactory like or similar projects completed by the applicant

5. Page 2 of RFQ refers to 5 identified priority subgroups. Statement of Qualifications section 1b refers to "six identified subgroups" What are the confirmed identified priority subgroups?
Answer: 1) American Indian/Alaska Native students; 2) Black/African American students; 3) Hispanic/Latino/a students; 4) LGBTQIAA2S students; and 5) Native Hawaiian and Other Pacific Islander students 6) students attending a non-traditional high school

6. Under Statement of Qualifications section 2b, do all staff listed need to have "at least 5 years of experience" for each of the positions (program manager, continuous quality improvement staff, a supervisor, and 2 youth prevention/development specialists)?
Answer: Yes

7. Statement of Qualifications section 4 header states 40 point maximum, section 4a states 15 points, and sections 4b states 10 points. What is the maximum points that can be awarded for section 4?
Answer: The maximum point is 40. The breakdown is updated as follows:
30 points awarded for applicants that meet or exceed 90% or more of annual contract performance.... Or (15 points awarded for applicants that meet or exceed 80% but less than 90% of annual contract performance...or no points awarded for applicants that meet less than 80% annual contract performance and, **10 points** for two verified letters provided or (5 points for one verified letter provided or 0 if no letters). Total 40 points for Section 4.
Please see the attached Change Notice issued on 12/18/18 reflecting this change.

8. Under Statement of Qualifications section 4b, can the letter of recommendation come from a public agency contract manager where the applying organization is not the lead contractor?
Answer: No, it must for an agency that managed a like or similar contract (agency was the lead).
Please see the attached Change Notice issued on 12/18/18 reflecting this change. Applicants are now required to submit at least two (2) references for recent services provided by your agency that were like or similar to the services which an application is being submitted or similar contracts where your organization was the lead contractor. Applicants must complete all

information requested in the reference template provided in the change notice & the amended & re-issued RFQ.

9. Family centered approach: does that mean that the intervention itself will include ongoing and direct services for parents/caregivers such as that of the Strengthening Families model? Or simply have a parent engagement component?

Answer: Family engagement is an important part of substance abuse prevention. The extent of the family engagement will be determined in partnership between the selected agency and department.

10. Are the additional subgroups to be considered 18 and under or older? (On page 2 it says additional subgroups of 18 and older and on page 6 it says additional subgroups 18 and under).

Answer: It should read "18 and under".

Please see the attached Change Notice issued on 12/18/18 reflecting this change.

11. Is it anticipated that an intervention will be selected from NREPP or that an evidenced informed intervention will be developed?

Answer: The intervention will be an evidenced-based or evidenced informed practice.

12. Under Statement of Qualifications section 3, how are questions 3a and 3b different with respect to describing an organizations capacity to include children, youth, parents/caregivers and families in the service planning, delivery and evaluation? Should question 3a focus on public agencies and partners, and question 3b focus on children, youth, parents/caregivers and families?

Answer: 3a is experience in collaborating with public agencies. 3b is experience in direct practice (engagement, delivery of services, etc.)

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Applicants are responsible for ensuring that their application reflect any and all Change Notices issued by the Department of Public Health prior to the application due date regardless of when the application is submitted. The Department of Public Health recommends that applicants consult the website frequently to determine if they have downloaded all Change Notices.

DPH is aware that changing the RFQ too near the application deadline is likely to result in the receipt of less than optimum applications, so it will make its best effort not to change the RFQ within 10 City business days prior to the application deadline."

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