April 26, 2021
Questions and Answers

EXT DBI | SRO CEOP SRO Families-Children
Event ID 0000005212

REQUEST FOR PROPOSAL
for
DEPARTMENT OF BUILDING INSPECTION
Fiscal Years 2021-2026
Single Room Occupancy Program
Code Enforcement Outreach Program
Family-Children Single Room Occupancy Program

To Prospective Responders:

The Request for Proposal from local non-profit organizations demonstrating successful experience in providing tenant outreach and stabilization to low and very low-income residents of San Francisco to improve their living conditions and safety in these three (3) programs: 1. Single Room Occupancy Program; II. Code Enforcement Outreach Program; III. Family-Children Single Room Occupancy Program, is amended in accordance with the following revisions which are made part of said RFP.

The following modifications are made to the Request for Qualifications indicated above. Additions will be in red and changes will be underlined and in bold.

RFQ REVISIONS

Page 19 of RFP:

B. Inquiries Regarding RFP

Inquiries regarding the RFP and all notifications of intent to request written modification or clarification of the RFP, must be directed by email to dbi.rfp@sfgov.org by 1 p.m. PT April 12, 2021.

QUESTIONS FROM PROSPECTIVE PROPOSERS

Question 1:

a. The RFP says "Proposer must provide a drop-in work site in the required community." Does this drop-in need to be their organizational office? Can the drop-in be at a public location or at another organization's office?
Response: Drop-in work site should be proposer’s office. An office space shared with another organization would be acceptable so long as office space will accommodate proposer’s drop-in clients. Drop-in office should not be in a public location.

b. Currently we are supporting tenants over the phone due to COVID. We are evaluating when we will be asking staff to go back into the office on a regular basis, do the drop-in hours need to begin as soon as the contract starts, or will we have discretion to determine this?

Response: Proposer will have some discretion to determine when it is safe for staff to return to working on-site, however, proposer’s decision should be in line with CCSF policies.

c. Who has the authority to sign off on this RFP? Does it have to be the Executive Director, Administrative Director, Board Chair, or can the organization decide who has the authority to sign off on these documents?

Response: Proposer’s Executive Director must sign off on this RFP.

d. For the electronic submission, should the signatures be scanned copies of wet signatures or electronic signatures?

Response: Either is acceptable.

e. In the section "Proposal Evaluation Criteria", section 3 B states "Resumes of organization’s staff assigned to SRO program provided." Does this mean that resumes are not needed for staff assigned to CEOP?

Response: Resumes for staff assigned to CEOP are required.

f. What part of Attachment 4 "Sample Grant Agreement" should be signed or filled out?

Response: Refer to Attachment I: Acknowledgment of RFQ Terms and Conditions; #12. Attachment IV is a sample grant agreement.

**Question 2:**
Page 3 - Proposers are also required to have established community based experience in ... (2) mentorship of hotel occupants regarding habitability/safety issues, and participation in city services.

a. What does “mentorship” in the above sentence mean? Does it mean outreach and education of?

Response: Using the common definition of mentorship, the above requirement means that staff mentored, organized, educated, guided and advised hotel occupants on issues regarding habitability/safety issues.

**Question 3:**
Page 7 - #5. Proposer will present case summaries and results in a quarterly written presentation (with addresses), as well as a monthly oral report.

a. Does this implied that there will be monthly meeting with CEOP organizations and DBI to report progress orally?
Response: Yes. Meetings will be monthly or quarterly.

**Question 4:**
Page 12 - Mail proposals to: Department of Building Inspection, Finance Services Attn: Contracts, 49 South Van Ness Avenue, Suite 500, San Francisco, CA 94103.
   a. Can we hand deliver the proposals to the Department of Building Inspection? or is the office close to the public?

   Response: Department of Building Inspection is open on a limited basis due to the Stay Home Order; therefore, hand delivered proposals are not accepted.

   b. Can we send Express single day or overnight, would someone be there to receive Express packages?

   Response: Proposals may be submitted using Federal Express or any courier service. Please include the complete address listed on page 12. Proposals received on May 10 before close of business is accepted.

We have concerns that the proposals need to be submitted via mail and received by DBI by May 10, 2021 without allowing for postmark date to be May 10, 2021 because of concerns of reliability of the mail.

   c. Can DBI allow for another method of submitting the proposal besides through mail (or to allow for postmark date of by May 10, 2021) to be acceptable for deadline to submit the proposal?

   Response: Proposals may be submitted using Federal Express or any courier service. Please include the complete address listed on page 12. Proposals received on May 10 before close of business is accepted. May 10, 2021 is submission due date, not postmark date.

   d. Can we get an email confirming the timely receipt of the proposal once it has been received?

   Response: Yes.

**Question 5:**
Attachment I - Acknowledgement of RFQ Terms and Conditions
   a. If a Collaborative of several organizations is submitting the proposal, with a lead Agency as program lead and fiscal lead, can just the lead Agency sign the Acknowledgement (on behalf of the entire Collaborative) or do all the collaborative organizations have to sign the Acknowledgement?

   Response: All Collaborative organizations should sign.

**Question 6:**
Attachment II – CMD attachment 2 – Requirements for Architecture, Engineering, & Professional Services Contracts
   a. Can you clarify whether this form applies to this proposal’s scope of services since Attachment II focuses on Local Business Enterprise (LBE) and the scope of services are tailored to community-based non-profits and not to businesses. We are a local community-based non-profit (and our subcontractors are our collaborative partners) are also local community-based non-profits. I’m
not sure whether we are certified LBE or not. All of the service work will be done by local community-based non-profits.

Response: RFP Attachment II - Contract Monitoring Division (CMD) Attachment 2: Requirements for Architecture, Engineering and Professional Services Contracts for contracts $55,000 and over. Complete applicable form/sections. If a form/section does not apply, indicate non-applicable.

b. Are we exempt from Attachment II form? Or do we automatically comply by virtue that we are local community-based?

Response: See response to #6a above.

c. I’m also not sure if a Collaborative is considered a CMD Joint Venture or not. Is FORM 4 Not applicable if we are NOT seeking a joint venture partnership with a small and/or Micro LBE firm for the rating bonus?

Response: See response to #6a above.

d. Is FORM 7 & 9 & 8 & 10: pp 20 & 22 & 23 & 25 of Attachment II – just for our reference and don’t need to be filled out?

Response: See response to #6a above.

e. Can you clarify given our local community-based non-profit status (that is currently doing business with the City) what forms in Attachment II we need to complete and submit with the proposal?

Response: See response to #6a above

f. Is there any City staff we can talk to regarding Attachment II since there was no bidders conference on this proposal?

Response: For assistance with CMD attachment, contact Contract Monitoring Division (CMD) main office at (415) 581-2310. That information is also listed at the bottom of page 1 of their Attachment II. Their website is http://www.sfgov.org/cmd.

**Question 7:**
Attachment III

a. If we are currently doing business with the City, do we just check the box in page 3 of Attachment III and don’t need to fill the checklist below (related to register as bidder, submit business tax, submit CMD 12B compliance declaration through the supplier Portal).

Response: If you are currently doing business with the City, you must also complete Attachment III, top of page 3 with your submission.

b. Do we still need to submit Attachment III – through SF ‘s on-line financial & procurement system even though we are currently doing business with the City? Or do we just include Attachment III with our proposal?
Response: See 7a above.

**Question 8:**
Attachment IV - City’s Agreement Terms and Conditions Grant Template – This appears to be informational about the sample Terms and Conditions. There is nothing for us to sign here or submit with the proposal.

a. Do we need to submit Attachment IV with our proposal since there is nothing to sign?

Response: Refer to Attachment I, Acknowledgment of RFQ Terms and Conditions, #12. Attachment IV is a sample grant agreement.

**Question 9:**
Page 13 - RFP Proposal Letter.

a. Does the proposal letter need to be on letterhead?

Response: While letterhead is not required, the identity of the proposer should be clear.

**Question 10:**
Page 14 of RFP - Description of not more than 4 programs similar in size and scope.

b. If we are current provider of the scope of services listed in this proposal, can we list our current program with DBI as part of the programs similar in size and scope?

Response: Yes

c. Can we list other DBI programs we are currently working on for this purpose?

Response: Yes

**Question 11:**
References - pp 14 of the RFP
Provide references for the lead consulting non-profits, lead program manager, and all sub-consultants, including the name, address and telephone number of at least 3 but no more than 5 recent clients (preferably public agencies other than the City and County of San Francisco.)

a. If most of our public agency clients are City and County of SF departments, can we still list them?

Response: Yes

b. Can we list DBI staff as references?

Response: Yes

**Question 12:**
Page 15 of RFP - 7. Supplier status. We are currently a City-approved supplier.

a. Do we still need to submit the following declarations with the proposal - 12B Equal Benefits Declaration; MCO Contractor Compliance Declaration; The First Source Hiring Agreement?
Response: If you are currently a City-approved supplier, to ensure supplier status is properly updated in the new supplier portal, you might consider contacting sfcitysupport@sfgov.org to confirm status.

b. Are these forms to be signed after contract has been awarded?

Response: These are compliance forms. Compliance prior to award facilitates process.

**Question 13:**
Page 16 of RFP - RFP Attachments – it has completed the requirements and submitted the forms described in RFP Attachments I, II, III, and IV (including prior program Description templates) as part of proposal as applicable.

a. Are there program description templates for the proposal?

Response: Yes.

b. What are they and where do I find them?

Response: Attachment IV is the grant agreement template.

**Question 14:**

a. Do we need to submit letters of references with the proposal?

Response: Reference letters are acceptable but not required. To satisfy the reference requirement, please list client contact information.

b. Does our providing client contact information where you can check our reference sufficient?

Response: Yes. Proposer’s need to only provide client contact information.

c. If letters of references are required, can they be from individual clients that we have helped or client organizations (not City entities)?

Response: Please list organizational references only. City entities are acceptable but are not preferred.

d. Can the letter of reference be from elected officials?

Response: No. Please provide organizational client contact information only. Individuals and elected officials will not satisfy the reference requirement.

**Question 15:**

a. Can we print double-sided for both the original and the two copies?

Response: Yes.