

**Pre-Qualified Consultant RFQ
Request for Qualifications Bidder's Meeting
Q & A
11/17/16**

Q: For the "Prior Budget Description" budget limitations, is the number for the contract as a whole, or for a project within that contract? For example, if a full contract of work was \$50,000 but the communications portion of that project was \$25,000, would that fit under the \$30,000 budget range for the communications service area application?

Q: Response Template 2C Prior Project Descriptions: The dollar limit for prior experience is quite low for some types of work, especially Data & Information Management. Can the threshold be increased for this service area? Alternatively, is it acceptable to present a task within a larger project (where the task is below the threshold by the larger project is not)?

A: Yes, Projects that were components of larger projects can be submitted as work samples, as long as the project component budget is within the limit. Please be sure you are clear on what the component is and what the budget is for. You must lay out the overall budget for the contract and what is included in it specifically.

Project samples for Data and Information management consultation can be submitted to increased limits. One sample should be for a budget below \$60,000 and one for a budget below \$250,000.

Q: Format of work samples- What if a final product is already bound? Does that mean we should reprint an unbound copy?

A: The reason we ask for unbound copies is to make sure the materials are easily distributable. So you may submit a bound copy, but please keep in mind we would like these to be easy to read and distribute.

Q: How do you define "firm"?

A: (Refer to pg. 12 first bullet) If you believe this definition excludes you, please let us know. To work with us, you will be required to complete a vendor application process with the city of SF. This entails completing tax certificates, tax payments and certifying your employee benefits comply with city policies including providing equal benefits for same-sex couples. The people at the vendor office are typically very helpful in working with applicants on this process.

Q: Are the names of the reviewers made public?

A: Reviewers are asked to score proposals based on of the scale we provide. They submit to their scores to us then we usually release them to you as "Reader 1" and "Reader 2" with their attached scoring and comments. You can request further information on the identity of the reviewers if needed. Reviewers are informed that it is part of the applicant's right to see this information. We may go through a further review process (i.e. interviews) at our own discretion.

Q: How many contracts were executed between First 5 SF and consultants in the service areas listed in the RFQ?

A: Eight contracts were made for consultation services in the service areas of the RFQ.

Q: What was the average evaluation and research budget/contract in the past year?

A: The average value of evaluation and research contracts was \$114,300.

Q: What's different about this process than other ones in the past?

A: This RFQ is almost exactly the same, it has similar intent to past RFQ for this purpose, and will also be good for multiple years (5).

Q: What is the timing of the next set of initiatives?

A: This is unclear as we have a new Strategic Plan and we are still in the beginning stages of initiative planning.

Q: It says that there can be two project descriptions per component, but one Section 3 per application?

A: Yes.

Q: Is there a deadline for asking questions (such as if there are any more questions on formatting)?

A: Yes (today, 11/17 is the deadline).

Q: Do proposals have to be hand-delivered?

A: No, but they do have to make it by the deadline. If you chose to send it by mail it may be wise to track it.

Q: Can resumes be single-spaced?

A: Yes.

Q: Pg. 13- the same dollar amounts and details?

A: Yes.