

Corrections

- a) Please be sure to use the updated Form B.

The updated Form B indicates applicants should submit one original and six (6) copies of the proposal.

- b) Page 21:

The questions on page 21 regarding Program Development and Fundraising capacity has been updated. The updated version emphasizes RFP funders' desire to assess applicant's ability to raise grants from philanthropic or other non-government sources to support RFP scope of work activities, particularly Network Development and Field Building activities. It is anticipated that the scope of these activities may eventually include political activity prohibited by government funding – requiring the acquisition of private financial support (e.g., philanthropic grants)

To reflect this intent, the question on page 21 has been amended – see below. Applicants should respond to these questions.

Demonstrate ability to raise grant funds to support activities likely to be associated with this RFP's activities.

- A. Describe your experience, concrete resources that could be leveraged, and demonstrated success to raise funds from philanthropic and non-government sources in relation to the activities requested in this procurement and particularly to support Network Development and Field Building activities.
- B. What are likely strengths and challenges for your agency to generate revenue to support the activities described in the scope of work of this RFP?

- c) Page 21:

VII. Fiscal & Budget (15 points)

Budget / Budget Narrative

Please complete the budget Form D and provide an explanatory narrative

Please present a summary of grant activities on the Performance Measure Form

Bidder's Conference Questions and Answers

The responses to questions below represent the RFP Funders answers to questions posed at the Bidders Conference. Questions marked with a "*" may be slightly or significantly different from the oral response at the Bidders Conference.

- 1) It says on page 5 of the RFP that "a summary of questions and answers from the Bidders Meetings and the question and answer submission process will be posted on-line". Is there a separate question and answer submission process from the Bidders Meetings? May written questions be submitted after the Bidders Meetings, and if so, to whom should they be submitted, and is there a deadline for written questions?

The Bidder's Conference is the only opportunity for staff to respond to questions regarding the RFP.

- 2) On page 7 of the RFP, it states that "All curriculum materials and content developed with funding from this RFP will be owned by the city as set forth in the grant agreement between the City and County of San Francisco and its grantees." If our agency has curriculum materials and content that is not developed with funding from this RFP, but that we use for trainings under this RFP, can you confirm that the city would claim no intellectual property rights or ownership over these materials?

The city would likely not claim intellectual property rights to proprietary curriculum materials not developed with funds from the RFP. Final settlement of these questions would be settled in grant negotiations.

- *3) On page 7 of the RFP, it states "Although the RFP Funders have allocated funds to the activities described in the RFP, it is unclear whether this level of commitment can be maintained in future years." Can you clarify what this means?

We are not currently anticipating a funding decrease as the described scope is core to our desire to support quality. However, RFP funders may reduce funding to pursue supporting quality and other RFP objectives through different means after the initial year of funding. Several of the requested activities include development and assessment components that could indicate approach shifts, that may be beyond the capabilities of the selected proposal. Also, funds for this RFP have multiple sources that may be reduced or lost in future years. Fundraising capacity and revenue generation may be a hedge to these risks.

- *4) Does the preceding sentence mean that anticipated monies would suddenly become unavailable, thus preventing our agency from continuing the work or from receiving payment? Does it mean that our agency would be expected to cover its own costs, should this occur?

Funds are not currently at risk. If a sudden loss of funds were to occur, the grant would be terminated in alignment with grant agreement terms.

*5) On page 7 of the RFP, it states “The agency identified for this cycle of funding should demonstrate the ability to generate revenue to leverage the contribution of the RFP Funders through fundraising or revenue generation from funded activities”. Can you clarify what this means?

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6) No question 6 was submitted

7) On page 9 of the RFP, it stated (under Preferred Qualifications), “Demonstrated ability to generate revenue from activities likely to be funded by this RFP”. Can you clarify what this means?

Please see response to question 5 above.

8) On page 11 of the RFP, it states (under Proposal Format) “Budget – Form D: Complete the Budget Summary and Budget Detail spreadsheets by using the instructions provided”. Since Form D is an excel budget form, is that what is meant by the “Budget Detail”. And, what is meant by the “Budget Summary”?

Form D is an integrated budget form – it provides space for budget line item, units of measure, description/calculations, and amounts. The description/calculations columns should be used for

brief entries and are considered a budget narrative in support of the budget. There is no longer a separate budget summary.

9) On Page 11 of the RFP, it states (under Proposal Format) “Proposal Attachments to All Proposal Copies – (c) Letters of commitment from key partners, if appropriate.” Can you clarify what key partners you are referring to, and when letters of commitment would be considered appropriate?

The top of page 21 refers to “letters of support”. The attachment refers to these letters. The letter should demonstrate to proposal reviewers and RFP Funders that the family support field considers the applicant appropriate to perform the activities of the RFP, particularly the Network Development and Field Building activities.

10) On page 21, the RFP states “Please provide as attachments up to 4 letters of support (not to exceed 1 page each) from executive leadership at agencies in the field of family support demonstrating their support of your agency to pursue network development and field building activities.” Are these letter of support different and separate from the letters of commitment referred to on page 11?

The “letters of support” and “letters of commitment” refer to the same letters. The letters should be from executive leadership at agencies in the field of family support and demonstrate their support of your agency to pursue network development and field building activities.

11) Since the Form B. Check List only lists “Letters of commitment from key partners, if appropriate”, may we add “Letters of Support” as a separate item, if indeed these letters are separate?

See response to question 10.

12) May the Form A Coversheet be signed by anyone who is authorized to bind the agency? If so, should we then indicate on the Coversheet the name and title of the signer (if it were someone other than the Agency Director/CEO)?

Yes.

*13) On page one of the “Form D: Budget – Instruction Sheet” it states “Please include and attach a budget narrative to your Form D.” Should the Budget Narrative be placed immediately after the Budget, or should it be an attachment? Are there any special instructions regarding the Budget Narrative, such as page limit, etc?

See question 8. Although there is not a specific page limit on the budget form, its narrative sections should not be used to introduce significant amounts of information not related to budget that are more appropriately presented in the narrative sections of the proposal.

14) On the first page of the “Form D: Budget – Instruction Sheet” it states “(under C. Professionals/Consultants) “Please follow the instructions provided on Form F for this section

and show all calculations. However, there is no Form F provided. (And, there is also no Section F. of the Instructions.)

Please use the Form D to provide details on arrangements with Professionals or Consultants in the appropriate rows. Provide descriptions and calculation details and narratives in the columns for Descriptions and Calculations.

There is no longer a separate Form F.

15) At the end of the “Form D: Budget – Instruction Sheet” it states “Use Attached Performance Measure Form to provide an Activity Summary for the Proposed Budget and the Service and Participation Targets for each activity.” Can you please point out exactly where this Performance Measure Form is to be found?

Please reference the Performance Measure Form for RFP – Training and Field Building for Family Support in the Funding Opportunity section of the First 5 San Francisco website - <http://www.first5sf.org/funding-opportunities/>

16) May we use a Table of Contents?

Yes.

17) Is it the desire of the RFP funders that the contract holder raise philanthropic resources 1) to increase the amount of work that the contract holder can do for the field and/or 2) to raise resources for the field itself to fund additional capacity to deliver services locally?

The objective in a sense is both since “increase the amount of work that the contractor holder can do for the field” is a potential path to “raise(ing) resources for the field itself to fund additional capacity to deliver services.” To achieve this, RFP funders feel the applicant will need to be successful at Network Development and Field Building to help build the collective voice to bring increased resources to the field. The applicant will need to demonstrate it has the trust of the field to hold this role. RFP funders are prohibited from political activity that may be needed to achieve these results.

18) What is the desire of the RFP funders regarding the Standards Certification for professionals?

Are the funders concerned about whether the Standards Certification has value or whether its viable for certain reasons to continue to certify professionals in the field?

RFP funders are re-assessing the role of program certification in the Standards of Quality for Family Strengthening and Support. Although the RFP funders continue to support the Family Support Principles in the work we fund, we will be working to determine the role of certification training on the Standards of Quality for Family Strengthening and Support and its standardized assessment tool in achieving this objective.

19) Is it expected that there will be a time period at the beginning of the contract wherein the contractor can do data gathering to inform program delivery?

There are some activities which it's stated they are built in planning activities and others that could start right away.

20) On page 8 of RFP. Please explain more about draw down of Title IV e foster care and adoption assistance....Is this matching money from social security act?

These are matching funds that Human Services Agency has available to support child welfare activities. HSA staff need to review curriculums to see if they meet the eligibility requirements to draw down the funds.

21) Given the increased scope of work in this RFP compared to previous years, do the joint funders anticipate any ability to increase funding for this scope in future years?

It is possible that some of the assessment and planning activities described in the RFP could result in expansion of scope and increased funding. The funders also included a scope requirement regarding fundraising capacity and competency. This was purposely included as a way to potentially address needs that might be surfaced and also out of recognition that some Network Development and Field Building activities could not be funded by government funds.

22) Where is the best data source on the "state of the field" right now? Has anyone done an assessment of the needs of family serving professionals locally, lately? May we review this data?

The RFP funders – through this application process – are seeking to identify an agency that has their finger on the pulse of these issues. Some of the topics and frameworks for inclusion in trainings are listed in the RFP. Also, the RFP describes the RFP Funder desire to ensure the activities funded by this RFP reflect local needs and priorities for training and other funded activities. Other documents that may be of assistance in crafting curriculum and training topics might be inferred from the following documents:

Family Resource Centers Vehicles for Change Volume I & II:

<http://www.cdss.ca.gov/inforesources/ocap/resources>

San Francisco Family Support Network Training and Technical Assistance Survey – see Funding Opportunities tab @ <http://www.first5sf.org/funding-opportunities/>

2017-2022 FRC Final Activities Guide – See Funding Opportunities tab @

<http://www.first5sf.org/funding-opportunities/>

