

**First 5 San Francisco**  
**RFQ 2019-01 Bidder's Conference**  
**Pre-Qualified Consultation Services**  
**May 20, 2019**

This is the third RFQ First 5 San Francisco has offered to pre-qualify consultation services in order to expedite contracts for those services in the future. Our previous RFQ was believed to cover a five year period, but was honored by the City to only cover a two year period. In order to decrease the possibility of contracting delays, First 5 determined to seek a new pre-qualified list of consultants.

Pre-qualified consultant :

- Are not guaranteed a contract
- Contracted based on need, First 5 may enter contract negotiations with no further selection activity
- First 5 may solicit proposals from a sub-set of the list pre-qualified list
- First 5 may issue a new procurement to identify contractors
- Other city departments may use the list to identify contractors

RFQ Corrections:

Since the release of the RFQ, First 5 San Francisco anticipates a moving from suite 325 to suite 1100 at our current building. The exact date of the move is not determined, but may take place prior to June 21 – the proposal due date. Applicants are advised to check the website for updates for the location where proposals will be received.

Similarly, the latest address for First 5 offices should be used to request review of proposal materials as part of an appeal.

All applicants are asked to be aware of the following:

Following release of this RFQ, First 5 became aware that the Office of Civic Engagement and Immigrant Affairs had a pre-qualified list of translation consultants. First 5 will continue the application process for translation consultation to facilitate access to translation consultants with familiarity with First 5 subject areas

Questions and Answers from Bidder's Conference. These written responses may reflect refined or corrected responses from the oral responses provided at the bidder's conference. Applicants are recommended to use these written responses as guidance for their proposal development.

**Can you confirm that the letter of intent should be in hard copy not electronic, to arrive by May 28?**

Letters of intent are non-mandatory and non-binding. They are used to assist staff in planning for the review process and are preferred by hard copy, but will be accepted electronically.

**When will the first projects under this solicitation start?**

We don't have a projected start date for projects under this RFQ. We issue this RFQ to be prepared for when consultation services are needed to avoid contracting delays. The list will be available for First 5 to enter into consulting contracts quickly or First 5 may elect to use other applications processes to identify consultants.

**Do you anticipate that all projects will fall under only one service area? Or might they cross service areas?**

It's difficult to predict consultation services needs and exact project parameters. First 5 will utilize the list separately and select from the list most relevant to project's needs.

**For the proposal format (page10) fourth bullet, does "program name" refer to the service area?**

This refers to the applicant agency name – which should be placed in the footer. This facilitates keeping pages from a single proposal together should they become separated.

**On page 12 of the RFQ it indicates that "the applicant must be certified as a city approved vendor...within 45 days of award notice" If our firm is not yet certified, can we indicate that we will be compliant on Part A section 1 of the response template?**

This section indicates "If selected for a contract", rather than selected for a pre-qualified list. A vendor number is not needed at this point, but is necessary to be awarded a contract. The city's routine contracting process with an agency cannot be completed without the vendor number. It is unlikely that First 5 would be able to contract with an entity that does not acquire a vendor number.

**On the template, do we need to keep the questions or just the headings or neither?**

In completing the response template, the directions in blue print can be deleted. Please retain the headings and questions that are in the template as part of your response and include them in measuring the length of your response against the page limits. The questions serve as guides for both proposal writers and readers for describing the information requested by the application.