

**First 5 San Francisco
Corrections and Additional Responses
RFQ – 2019 -1
Pre-Qualified Consultation**

Correction:

Change to proposal delivery address:

RFQ responses should be delivered to the current First 5 San Francisco office location at 1390 Market St., Ste. 318, San Francisco, CA 94102. Our anticipated office move has been delayed past the June 21 application due date.

Questions:

The following questions related to format of response and seeking clarifications were submitted following the bidder's conference. Questions related to details on contents of a response cannot be answered by staff during the application period.

Question: The "RFP - Consultant Pool 2019" document names formatting requirements such as 1.5 line spacing and 12 point font. However, the Respondent Form headings and questions are different font sizes and single spacing. Should we plan to ensure that only our responses follow the formatting requirements in the "RFP - Consultant Pool 2019" document, or should we change the formatting of the questions and headings provided in the Respondent Form template to meet those requirements?

Question: Can you confirm that we should use the file provided for RFQ Attachment A as the template for our response while adding in the formatting guidelines on page 10 of the RFP (e.g., line spacing, program name at the bottom, etc.)

Response: Applicants should not alter the formatting of the questions and headings contained in the Respondent Form. The written content of respondents should follow the formatting requested in the RFQ.

Question: We are planning to submit an application for three Service Areas, including three separate application packets, each with two project descriptions and three separate staff resumes. Is it okay if the staff for whom we are submitting resumes are different for each Service Area?

Question: We understand that we are limited to proposing three staff members. Is the limit per service area we are applying for or are we limited to three overall?

Question: If we are applying for more than one service area, can we share two project samples per service area? Or two project samples total?

Response: Respondents should prepare and submit a Respondent Form for each Service Area to which they seek pre-qualification. Each Respondent Form is considered a separate application to

provide consultation for that Service Area. The project and staff limits in the RFQ apply to the contents of each Respondent Form. Staff and projects presented for one Service Area Respondent Form are not considered or counted in the review of Respondent Forms for other Service Areas.

Question: On page 8 of the RFQ, what do the two budget limits mean? Are you asking for a description of a project with a budget under the first limit and another project with a budget under the second limit? Or are they meant to be ranges?

Question: In Attachment A (Response Template), page 8: can you confirm that the Project Budget Limits in the table in Section 1.B. mean that we should provide one Prior Project Description for a project not to exceed \$75K and a second description for a project with a budget not to exceed \$100K?

Response: Respondents are asked to submit projects with a budget up to the first limit and another project with a budget up to the second limit.

Question: Do the project samples we include have to be from the projects in our project description? Some of the projects we would like to describe do not have public, shareable products.

Response: At the bottom of the Response Template, this language is provided to guide your application response.

Provide, if possible, the resulting work product deliverable associated with this project. Although this item may not be reviewed in its entirety, it should be demonstrative of typical work product of your firm for a project at this funding level. This material will become property of First 5 San Francisco and will not be returned.

Proposal reviewers will be asked to review the material provided. It's difficult to predict how they would assess materials not related to the project description. It's also difficult to predict assessors would assess the absence of sample materials.

Question: Can you confirm that proposals can be delivered by Fed Ex, as long as they are received by the stated deadline?

Response: Proposals are requested to be physically in the First 5 San Francisco office by the proposal deadline.