

## Request for Qualifications Questions and Answers as of September 21, 2020

Please continue to check this document and the First 5 San Francisco website regularly for updates and responses to submitted questions. Questions will continue to be accepted and responses provided up until the respective Letter of Intent due dates. Please also continue to report any technical glitches such as broken links or document error messages. Questions and technical problems can be submitted to [RFQ@first5sf.org](mailto:RFQ@first5sf.org).

### A. Background

First 5 San Francisco currently has two active Requests for Qualifications (RFQ), both serve the early childhood quality improvement system but through very different functions.

One RFQ, released on September 10<sup>th</sup>, is for a **Programmatic Fiscal Services Agent**. The Programmatic Fiscal Services agent will provide back-end financial and administrative support to the broader network of entities and projects within the early childhood quality improvement system. This is a competitive RFQ that will seek to qualify one single 501(c)(3) entity that demonstrates the highest qualifications and capabilities to perform fiscal functions on behalf of the network.

- Applications for the Programmatic Fiscal Services competitive RFQ are due on October 2, 2020 by 5:00pm
- A non-mandatory Bidder's Conference was held on September 21<sup>st</sup>
- Mandatory Letter of Intent is due on September 24<sup>th</sup>, 2020 by 5:00pm

The second RFQ, released on September 16<sup>th</sup>, is for **Training, Technical Assistance, and Rating Services** for the Early Childhood Quality Improvement System. This is a **non-competitive** RFQ that has the intention of pre-qualifying a list of entities, organizations, and consultants that have the skills and expertise to coordinate and implement coaching, training, technical assistance, assessment and rating services that are effective in assisting early childhood educators in family child care homes and/or center-based programs to meet common standards of quality.

- Applications for the Training Technical Assistance and Rating Services non-competitive RFQ are due on October 16, 2020 by 5:00pm
- A non-mandatory Bidder's Conference will be held on September 28<sup>th</sup> at 1:00pm
- Mandatory Letter of Intent is due on September 30<sup>th</sup>, 2020 by 5:00pm

### B. Submitted Questions Relevant to Both RFQ's

#### 1. Do I have to be a non-profit/501c3 organization to apply for the RFQ?

##### Response:

Non-profit/501c3 status is a minimum eligibility requirement for the Programmatic Fiscal Services Agent RFQ. Applicants will need to verify their non-profit/501c3 status as part of the application submission process.

For the Training, Technical Assistance and Rating Services RFQ the following entities are eligible to apply:

- Community-based organization that is nonprofit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code, a part of the San Francisco Unified School District, City College of San Francisco, San Francisco State University or other educational institution.
- Sole Proprietorship, even if business registration is in process
- General or Limited Partnership, even if business registration is in process
- Limited Liability Corporation (LLC), even if business registration is in process
- S Corporation (S Corp), even if business registration is in process
- Joint Powers Authority (JPA)

For both the Programmatic Fiscal Services RFQ and for the Training, Technical Assistance, and Rating Services RFQ, San Francisco City-approved vendor/supplier status must be completed within 45 days of award or qualification notice.

## **2. Are there any LOI (Letter of Intent) requirements we should know about?**

### **Response:**

Both the Programmatic Fiscal Services RFQ and for the Training, Technical Assistance, and Rating Services RFQ require a mandatory Letter of Intent to apply. There are no specific requirements for this letter for either RFQ. However, at minimum we recommend the following to be included in the letters: a) the date; b) the name of your entity (*please ensure this matches the name on your application so they can be matched in the review process*); c) your stated intent to apply for the RFQ with correct RFQ title (please ensure you are referencing the correct RFQ to avoid confusion); d) official signature at bottom of letter; and e) submit by the specified due date to [RFQ@first5sf.org](mailto:RFQ@first5sf.org).

## **3. Do I need to pre-register for Bidder's Conference Sessions?**

### **Response:**

Bidder's Conferences for both RFQ's are optional and do not require pre-registration. The Bidder's Conference for the Programmatic Fiscal Services RFQ was held on September 21<sup>st</sup>. The presentation and recording will be posted to the First 5 San Francisco website [www.first5sf.org](http://www.first5sf.org).

The Bidder's Conference for the Training, Technical Assistance, and Rating Services RFQ will be upcoming on September 28<sup>th</sup> at 1pm. If you are unable to attend, the presentation and recording will be posted to the First 5 San Francisco website [www.first5sf.org](http://www.first5sf.org).

## **C. Submitted Questions that Apply to Only to the Programmatic Fiscal Services RFQ**

1. For the <https://www.first5sf.org/wp-content/uploads/2020/09/CFC-RFQ-2020-01-Programmatic-Fiscal-Services-Final-9-8-2020.pdf> RFP released today, is it possible to get a copy of the full application/proposal questions to refer to?

**Response:**

It was an oversight that the application template was not provided for reference when the RFQ was first posted. It has now been posted (for reference only; not for use for submission) on the First 5 San Francisco website at [www.first5sf.org](http://www.first5sf.org) .

**2. What is the average number of payments that the Programmatic Fiscal Services Agent can be expected to make on a monthly basis?**

**Response:**

In 2019-20 the monthly average was 46 checks, with a range of 3 checks on the low end to a high of 106 checks. High payment processing months are December (mid-fiscal year) and July (fiscal year-end).

**D. Submitted Questions that Apply to Only to the Training, Technical Assistance, and Rating Services RFQ**

None at this time. Please continue to check back.