

RFQ Bidders Conference
September 28, 2020
Zoom Conference Call 1:00 PM
Questions and Answers

Note: In some cases the responses to the questions below may differ slightly, or be more expansive than the responses given in the Bidder's Conference. The responses in this document should be considered more up-to-date and final. For questions submitted via email please see separate posted document.

In attendance:

John Gunnarson, Oscar Tang, Naoko Harada, Milagros Acosta, Sean Owens, Dani Tarry, Marha Elena Martinez, Alana Moore, Khalid White, Jae Paik (SF State University), Mirella Almaraz, Brooke Giesen, Cathy Tsao, Barbra Blender, Casey Federico, Jennifer delos Reyes, Donna Waldman, Cindy Lopez, Mara Newman (Children's Council of SF), Annie Aguilar, Yvette Renteria, Esperanza M., Marissa Mota, Vivian Ratkewicz, Suellen Liang, John Gunnarson, Irene. C. Chan, Mary Evelyn , Yudy Laraburo, Eliana Elias (Early Learning Anew), Olivia Leung, Tracy Fong, Laura Cheng, Soodie Ansari, Susie Fitts, Deminika Spears, Nancy Huerta-Hargrove, Francine Oliver, Sara Sutherland, Tara Ryan (I3), Gayle Mayekawa, Rachel Klegon, Breana Marino, Nadia Thind (Help Me Grow), Celeste Lopez, Pat Sullivan, Esperanza Estrada, Mark Tao, Cheryl Horney (Wu Yee Children's Services) , Winnie, Monique Guidry, Polly Yu, Virginia Cheung, Amie Latterman, Sara Hicks-Kilday, Virginia Cheung, Amie Latterman, Mona Malan (Children's Council of SF) , Kerrie Perata, Savitha Moorthy (Tandem, Partners in Early Learning), Michele Lundy, Esperanza Macias (Instituto Familiar de la Raza) ,Olga Lacayo, Je Ton Carey, Lucia Lainez, Shirley Chew, Alexandra James (Be Strong families), Patrick Romero, Cathy Tsao (West Ed), Cindy Lopez Chastain (Linguistic Connection)

Questions Submitted During Bidder's Conference in Chat:

LETTER OF INTENT

I'm in process of incorporation as S corp. I will apply to RFQ as xxxxx. Since I'm in process the name of my S corp is yet to be confirmed. In the event I am offered a contract will I then be able to enter into the contract as my S corp and provide the name at that time? How should I address this in my letter of intent and application?

- If entity name is in process and still being determined, please note this in the Letter of Intent and please ensure that a contact name is included in the Letter of Intent that matches the contact name in your application Coversheet.

Is there a preferred format for the letter of intent? What should be covered in this letter specifically?

- At minimum we recommend the following to be included in Letters of Intent: 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 .

If entity name is in process and still being determined, please note this in the Letter of Intent and please ensure that a contact name is included in the Letter of Intent that matches the contact name in your application Coversheet.

Nowhere on the Letter or Applicant Name should First 5 San Francisco be used as named entity or contact.

A list of entities submitting Letters of Intent will be posted on the First 5 Website by way of confirmation of receipt.

Is there a template for the letter?

- No. We encourage you to follow the guidelines listed above.

We already submitted our LOI, but didn't have this information in advance. Should we resubmit it with the information you've included here?

- Yes. We encourage you do so.

BUSINESS ENTITY

Do we need our business name/entity done before December or can we take advantage of the State's lifting of the 800 fee to open an LLC (which starts in January 2021)

- For this RFQ, applicant must affirm willingness to become a City-approved vendor/supplier within 45 days of qualification notice, and select the type of entity applicant intends to be during contracting phase. Questions regarding exact completion dates for vendor/supplier/business registration process should be reserved for contract negotiation, should your entity be placed on the pre-qualified list.

Is business registration for Sole Proprietorship required?

- For this RFQ, applicant must affirm willingness to become a City-approved vendor/supplier within 45 days of qualification notice, and select the type of entity applicant intends to be during contracting phase. For more information about registering as a business in San Francisco go to: <https://businessportal.sfgov.org> . For more information about the City-approved supplier/vendor process go to: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx> .

MINIMUM EXPERIENCE

If verified experience for the last two years is only with F5, can F5 be the verification?

- First 5 San Francisco can be used as a reference. Provide the contact person who can verify your reference and best speak to applicant's direct training or technical assistance experience for the early care and education and/or early childhood sector.

Nowhere else on the application for Applicant Name/Applicant Contact should First 5 San Francisco be used as named entity or contact.

Regarding minimum experience, both paid or non-paid, counts?

- List all experiences and references that demonstrate direct training or technical assistance for the early care and education and/or early childhood sector.

In regards to the 2yr min experience, does that have to be experienced under the LLC, or do the individual's work/experience, who make up the LLC count? I'm sorry, not LLC, 501(c)(3).

- The minimum qualification section of the RFQ refers to the named applicant/entity. The named applicant/entity must be able to list references that can verify and speak to the applicant's direct training or technical assistance experience for the early care and education and/or early childhood sector, totaling a minimum of two years demonstrated experience across all references. Use question #19 to explain any discrepancies or add relevant considerations for the references provided.

Do we need to just list our references or do we need to ask for letters of reference and add them to the RFQ?

- The RFQ asks for references to be listed, with contact information, and the duration of the work provided for each reference. Once a pre-qualified list is established, there may be other procedures (interviews, request for additional reference checks/reference materials) which may be used to select entities for contract negotiations.

Does teaching college courses count as training experience?

- Yes.

Should resume be uploaded in CAWorkforce registry?

- This process is not interfacing with the CA workforce Registry. Resume's for key staff named in this RFQ should be uploaded as part of the RFQ application using the SurveyMonkey application link (<https://www.surveymonkey.com/r/TTA-RFQ2020-02>). Resume's submitted via other mechanisms will not be considered a part of the application.

If an entity does not have 2 year experience, do you have suggestions of how they would gain this experience in order to gain the required points for the next RFQ? Would you suggest partnering with another entity?

- This question is beyond the scope of this RFQ.

SUBMITTING APPLICATION

Will we receive confirmation our application has been received via survey monkey or first5 website?

- A list of entities submitting complete applications will be posted on the First 5 Website (www.first5sf.org) by way of confirmation of receipt. All entities that pre-qualify through the process will receive written notification from First 5 confirming their qualification status.

It was mentioned that all LOI received will be posted on the F5SF website. Would that be just a list of names or the actual LOI? The same questions applies for the received application.

- Actual Letters of Intent and completed applications will not be posted; just a list of named applicants/entities only.

Is a sample application available? And where is it? I previously saw one, and now am not finding.

- The blank application template is posted on the First 5 website (<https://www.first5sf.org/funding-opportunities/>). We cannot commit to putting this up in a Word document

Do you need to have your entire application ready to go when submitting to Survey Monkey or can you save progress?

- SurveyMonkey will allow response editing until the survey is complete. A safeguard against potential technical glitches is to work on your application in another document and copy and paste into SurveyMonkey. If you are encountering glitches, please use the email RFQ@first5sf.org to notify First 5 SF.

Is the application in multiple languages?

- No.

Is there a word limit or recommendation for questions that don't specify on the application?

- There is no limit. You are encouraged to keep your responses concise.

After list of potential contractors is created, how will actual contracts be applied for or attained?

- This question is beyond the scope of this RFQ. This question can be re-posed should your entity be placed on the pre-qualified list.

Can a 501(c)3 association apply on behalf of its qualified members, and then new members qualify under the association's umbrella. What about use of sub-contractors?

- The 501 (c)3 can apply as the named applicant/entity. Under the application section for key staff of project, information and resumes should be provided for the qualified

individuals the applicant intends to utilize for the work (matching selected Core Areas, Modalities, and Settings). Assignment of these individuals to project work should be in accordance with agency bylaws regarding remuneration to Board and/or network members.

We encourage you to keep First 5 SF notified of staff changes in the future and at the time of contracting if significantly different from application. Changes in staffing would be addressed at time of contracting.

Use of sub-contractors will be addressed at time of contract negotiation.

Also, can a sole proprietor be added to this list post Dec 2020 before Dec 2022?

- In order to make it on this pre-qualified list (active December 2020-December 2022) your named entity, even if sole proprietorship is in process, would need to have submitted a complete and accurate application for this RFQ #2020-02.

Do you foresee the possibility of application for eligibility again prior to Fall of 2022?

- We don't anticipate the process annually.

REVIEW OF APPLICATIONS

Who is the decision-making body? Is it First 5 staff? Or will there a committee including First 5 Staff and others?

- First 5 SF will do a preliminary review. A review panel will be convened to assign the final point values. Qualification is determined largely by an independent review panel. Typically review panels, of 3-5 members, are constructed with individuals who have expertise in the content area of the RFQ.

ACCESS TO RFQ APPLICATION

When will this presentation be available on the first 5 website?

Will the powerpoint from today be available before the end of this week (eg today)?

Seeing that LOI are due on Wednesday...

- We hope to have everything posted by 9/29/2020.

For the questions that require more thinking through and have not been completely answered here today, do we just check the F5 website for updates?

- You should continue to check on the First 5 SF website. It is important to continue checking regularly throughout the process for any changes made during the process.