

Training, Technical Assistance, and Rating Services RFQ: Emailed Questions as of 10/16/2020

The following are similar in nature and have been grouped with a single response below: I received no receipt or copy of my application, and it is making me nervous. Is there a way for you to please confirm the receipt of my application?; I recently submitted my RFQ via SurveyMonkey. I did not receive a confirmation and am wondering if / how applicants will know their applications have been received. It would be ideal to know before the October 16th deadline?

As of 9am on October 16, 2020 valid applications have been received from:

Madonna Stancil
Zero to Five Early Childhood Education International
WestEd
Support for Families of Children with Disabilities
Teachstone Inc
Early Learning Anew
Martha Elena Martinez
Renee Aguilar
Blender Educational Alliance
WestEd
Breana Marino
Jodi Becker
SFCCD - City College of San Francisco
Sean Owens
Aileen Mui
Danielle Tarry
The Learning Circle
Chan, Irene Ching-Yee
Susan H Fitts
Instituto Familiar de la Raza
Flourish Agenda

Build Learn Thrive, LLC
Diana Wang
Kerrie Perata
Paragon Legacy
Lee Klinger Lesser
Josh Jagerman
Patricia Jacquez
Olga Lacayo
Project Commotion
Sara Sutherland
Emergent Early Education Consulting
Gayle Mayekawa
Horizons In Learning
Casey Federico

If your name/agency does not appear on this list and you believe it should, please go back into your application and confirm that the final question #59 Submission Confirmation is checked before 5pm today (10/16/2020). This question is the most important mechanism for us to confirm valid submissions from “test/practice” submissions. Staff will make every attempt to do a second posting of applications received after 5pm today and will post a final confirmed list of received Letters of Intent and Applications no later than Monday, October 19, 2020.

I did submit a letter of intent, but didn't send it until 10/1/20, a day late. Does this mean I am ineligible to submit the RFP due on 10/16/20 or can I still submit it?

- Per the RFQ Letters of Intent are mandatory and all applications must be able to be matched to a Letter of Intent. The RFQ set a due date of 9/30/2020 for Letters of Intent. The RFQ did not further stipulate that late letters of intent would not be accepted, therefore all submitted Letters of Intent will be kept on file to be matched with an application.

I did not have an opportunity to submit a letter of intent because I was still hired [under another lead organization] but I am interested in applying. Can I submit RFQ with a colleague that has already submitted the letter of intent, yet, without my name on it but will be in the RFQ application form? Is this possible? Can I still submit a letter of intent on my own and the RFQ application on October 16th?

- Per the RFQ Letters of Intent are mandatory and all applications must be able to be matched to a Letter of Intent. The RFQ set a due date of 9/30/2020 for Letters of Intent.

The RFQ did not further stipulate that late letters of intent would not be accepted, therefore all submitted Letters of Intent will be kept on file to be matched with an application.

Please refer to minimum eligibility requirements for entities applying to this RFQ. When deciding whether to submit an application, as single entity or in partnership with colleague, potential applicants should consider whether all these criteria can be met and whether they can submit a complete and accurate application. Also, there are no point differences, or advantages/disadvantages assigned by entity type.

Can we use the address of a local certified agent who would lead this initiative? Our headquarters is located outside the State of California, but we would utilize a local certified agent to fulfill this engagement. Does this satisfy the following requirement for section 2, question 10: Physical Address: Applicant must have a physical address in-state eligible to contract with the City and County of San Francisco.

- Applicant must have a physical address in a state eligible to contract with the City and County of California and capacity to provide in-person supports throughout San Francisco. Headquarters in a state outside California, as long as state is not on list banned by San Francisco County for contracting (See State Banned List Update 10-16-19 posted on website with other RFQ documents) and/or use of local certified agent fulfills this RFQ criteria.

One question that was asked when submitting my application to obtain a business license was what is the Bidder Number or Supplier Number associated with this RFQ. Can someone provide this?

- The RFQ asks applicants if they have a Vendor/Supplier number, with a yes or no check box. If applicant does not yet have a Vendor/Supplier number with the City, check the "no" box and affirm willingness to comply with the City-approved vendor process.

The City Bidder Number and Supplier Number are numbers assigned to your entity in the City registration process, they are not numbers pertaining to this RFQ. For more information about Bidder Registration and Supplier Registration go to:

<https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>

Can someone apply personally and as part of an organization?

- Minimum eligibility requirements for entities applying to this RFQ are:
 - Physical presence in a state eligible for contracting with the City and County of San Francisco and must have capacity to provide in-person services throughout San Francisco County.
 - Minimum of two years verified direct prior experience specific to technical assistance and training for early care and education and/or early childhood sector.
 - Must provide proof of TB Clearance at the time the contract is executed if working directly in early care and education facilities. If contract indicates direct work and supervision of children, proof of fingerprinting will also be required.
 - If not already a vendor at time of application submission, applicant must provide assurances that they will be compliant with City-approved supplier/vendor process within 45 days of qualifying award notice. Applicant must be a San Francisco City-approved supplier/vendor at the time the contract is executed.

When deciding whether to submit an application, potential applicants should consider whether all these criteria can be met and whether they can submit a complete and accurate application.

For the LOI that is due on September 30, do we need to include any details other than the agency name and that we intend to apply? Do you want us to include which of the core areas we are applying for, or just keep it general in saying that we will apply?

- 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.

I am currently in process of incorporating to an S-Corp and have yet to confirm the name of the S-corp - May I submit my Letter of Intent 9/29 and RFQ application 10/16 using my own name and add my S-Corp name and information as soon as I have it confirmed? How does this impact my RFQ application and possible contract beginning in January?

- 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. For RFQ application, select the type of entity applicant intends to be during contracting phase.

Do individuals and entities share the same application link?

- Yes, all entities regardless of entity type should use the same application link for the Training, Technical Assistance and Rating Services RFQ. The link is: <https://www.surveymonkey.com/r/TTA-RFQ2020-02> .

Will we go through the questions in the Proposal Application [assumed reference to review of Application Questions in Bidder's Conference on 9/28/2020]?

- The Bidder's Conference on 9/28/2020 will include a high-level overview of application and application questions; the application itself will not be reviewed point-by-point.

If we are only applying in 1 or 2 of the 3 Core Areas, how do you want us to answer the questions in the other Core areas? For example: Q#34: "Please check content areas of expertise for Core Area 3: Program and Environment." Do we select "other" and enter "none of the above"? There are asterisks next to these questions and the sub questions, which appears that the form will require answers from us. Is this the case? Can you clarify that is acceptable to apply in just 1 Core Area?

- Yes, it is acceptable to apply in just a single Core Area. A “Not Applicable” response has now been added to application questions for each of the Core Areas 1, 2 and 3. Since these are required-response questions on the application itself, but not a requirement that all three be completed for qualification, the “Not Applicable” allows for completion of as many or as few as apply to your entity.

If an application was already submitted prior this adjustment, and as work-around the applicant checked “Other” and filled in “Not Applicable” or something similar, that will be accepted. There is no need to go back and correct and/or resubmit application.

The following are similar in nature and have been grouped with a single response below: If I don't apply now will it impact me getting a contract with First 5?; For full time employed coaches, do they need to go through the RFQ process if they will only do a few hours or days of training per year for the city?; How can we make it equitable and accessible for others without the resources to go through the process?

- New and existing regulations for public, governmental agencies such as First 5 San Francisco, require the use of a public, open, transparent, and un-biased bidding and procurement process for all fund disbursement over \$10,000. Moving forward, this RFQ and resulting pre-qualified list will be the primary method for selecting training, technical Assistance, coaching, capacity-building, professional development, and rating contractors, in particular for those contracts over \$10,000.

This paperless procurement is one of the most streamlined procurement processes that First 5 San Francisco has ever conducted. We will continue to examine ways we can simplify in the future.

The following are similar in nature and have been grouped with a single response below: Does working as a member of other entities (besides individual) put you in disadvantage for the coaching and training assignment?; Is there any advantage to becoming an LLC vs. a Sole Prop in terms of more opportunity to be hired?

- The below entities are all eligible to respond to this RFQ. There are no point differences, or advantages/disadvantages assigned to entity type:
 - 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)

The following are similar in nature and have been grouped with a single response below: If people don't apply this year, when will the next opportunity to apply be?; Does the Proposal Application need to submit annually?; How often does the RFQ process happen?

- The pre-qualified list established through this RFQ will be active from December 31, 2020 through December 31, 2022. Qualified respondents will remain eligible for consideration and contract negotiation on an as-needed basis during this time and do not need to resubmit anything annually. It is anticipated that there would likely be a process to re-establish the pre-qualified list in Fall 2022 before the current list expires.

Could I register as a business in a different county and still apply for the RFQ in SF?

- Per minimum eligibility requirements of this RFQ, entities are eligible to apply if they have:
 - Physical presence in a state eligible for contracting with the City and County of San Francisco and capacity to provide in-person services throughout San Francisco County.
 - Provided assurances that they will be compliant with City-approved supplier/vendor process within 45 days of qualifying award notice.
 - San Francisco City-approved supplier/vendor at the time the contract is executed.

For more information about the City-approved supplier/vendor process and business registration in a different county outside of San Francisco, please visit:

<https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx> .

The following are similar in nature and have been grouped with a single response below: How does one become a City- approved supplier/vendor?; How much will it cost to apply to be an authorized vendor?; What are the best sources of guidance?

- These questions are beyond the scope of this RFQ. The following websites are useful sources of information and guidance:
 - City-approved supplier/vendor: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>
 - Registering as a business in San Francisco: <https://businessportal.sfgov.org>
 - First 5 San Francisco RFQ's and Business, Bidder, Supplier Registration Workshop (scroll all the way to the bottom of this webpage for the Workshop recording and materials): <https://www.first5sf.org/funding-opportunities/>

The following are similar in nature and have been grouped with a single response below: Are contracts binding?; Will contracts after the RFQ (assuming we get enter into contract) look similar to past contracts with First 5?; How will the rates of pay be determined?

- These questions pertain to contracting and are beyond the scope of this RFQ. They can be re-posed should your entity be placed on the pre-qualified list.

How often will we need to apply to be a vendor?

- This question is beyond the scope of this RFQ. For more information about the City-approved supplier/vendor process and business registration in a different county outside of San Francisco, please visit: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>

Guidance call also be found in the First 5 San Francisco RFQ's and Business, Bidder, Supplier Registration Workshop (scroll all the way to the bottom of this webpage for the Workshop recording and materials): <https://www.first5sf.org/funding-opportunities/>

Ideally, when should I apply for a business license?

- This question is beyond the scope of this RFQ. For more information about registering as a business in San Francisco: <https://businessportal.sfgov.org> .

Guidance call also be found in the First 5 San Francisco RFQ's and Business, Bidder, Supplier Registration Workshop (scroll all the way to the bottom of this webpage for the Workshop recording and materials): <https://www.first5sf.org/funding-opportunities/>

Why should I not use my name for my business?

- This question is beyond the scope of this RFQ. For more information about registering as a business in San Francisco: <https://businessportal.sfgov.org> .

Guidance call also be found in the First 5 San Francisco RFQ's and Business, Bidder, Supplier Registration Workshop (scroll all the way to the bottom of this webpage for the Workshop recording and materials): <https://www.first5sf.org/funding-opportunities/>