

Line number	Submitted via (Bidders Conference, Procurement Email, etc)	Date Received	Name	Organization	Question:	Response:	Response Date
1	Procurement email	4/26/2017	Lyuda Feldman	Mission Hiring Hall	Appendix D – Staffing and Board Composition Chart 1. The Board Demographics section appears to request detailed information regarding the board demographic makeup and relevant experience, yet has a character limit of 200. Could you clarify what is expected for this section? Is a bullet point list of each board member's demographic information adequate?	As noted on the application document, character limits are imposed to encourage proposers to be brief in addition to being thorough. Proposers should address the information they feel is important within the constraints given.	4/28/2017
2	Procurement email	4/26/2017	Lyuda Feldman	Mission Hiring Hall	Program Area X: CityBuild – Construction Sector Coordinator 1. Under the heading Sector Coordinator Service Description, there are three sets of bullet points – are applicants expected to address each of these items within the proposal?	Applicants should address all components of the RFP that they feel are important to their proposal.	4/28/2017
3	Procurement email	4/26/2017	Lyuda Feldman	Mission Hiring Hall	Program Area X: CityBuild – Construction Sector Coordinator 2. What is expected of a "sector subject matter expert"?	Staff should have a strong understanding of the CityBuild Academy and Constructin Adminsitraiton service delivery model. Also, staff should have a strong understanding of the constuction industry, trades and career pathways within construction.	4/28/2017
4	Procurement email	4/26/2017	Lyuda Feldman	Mission Hiring Hall	Program Area X: CityBuild – Construction Sector Coordinator 3. The RFP identifies that one full-time staff member must act as a conduit for OEWD/CityBuild to Citybuild/CAPSA programs. Must one staff member encompass both roles or is it permissible for 2 staff members act as the conduit, one to each program?	There should be one lead staff person for CityBuild Academy, and one lead person Construction Administration and Professional Services Academy. Those individuals will be the grantees liaison with CityBuild.	4/28/2017
5	Procurement email	4/26/2017	Lyuda Feldman	Mission Hiring Hall	Program Area Y: CityBuild – District 10 Resident Outreach and Support 1. Must the grantee have a site in District 10? If not must services be provided there? If services must be provided there is it acceptable for the grantee to leverage space from community partners?	Grantee is not required to have physical location in District 10. However, proposers must be able to effectively explain how they deliver services in District 10.	4/28/2017
6	Procurement email	24-Apr			Summarized: When using the application form (.docx file) on Mac word processing software, drop down menus and check boxes may not be available because of software compatability.	Ideally, proposers can find alternative resources to complete the application as a .docx file as intended. If not, please contact oewd.procurement@sfgov.org for specific directions based on the issues you're having and OEWD may be able to provide you with a specific work around for the drop down menu selections and check boxes.	4/28/2017
7	Procurement email	4/26/2017	Lyuda Feldman	Mission Hiring Hall	RFP 205 Appendix B – Budget Template: 1. What should be included in the deliverables portion of the budget? Can you please elaborate on this item?	OEWD doesn't anticipate proposers will use the "deliverable" line items in the budget template for this funding opportunity - but instead proposers should respond with a cost-reimbursement budget for the project proposed.	4/28/2017

8	Procurement email	4/26/2017	Lyuda Feldman	Mission Hiring Hall	<p>RFP 205 Appendix B – Budget Template:</p> <p>2. Where should telephone, janitorial and PG&E costs be listed? Can all of these be combined in the “Utilities” line item?</p>	<p>Please refer to the second tab of the budget template for additional details on line items. The necessary costs for PG&E, telephone costs, and janitorial costs would be rolled up and reflected in the consolidated "utilities" line item.</p>	4/28/2017
9	Procurement email	4/26/2017	Lyuda Feldman	Mission Hiring Hall	<p>RFP 205 Appendix B – Budget Template:</p> <p>3. Can you please explain the “Program Supplies” item and how this differs from the “Office Supplies” item?</p>	<p>Please refer to the second tab of the budget template for additional details on line items. As noted there, items that would be categorized as "program supplies" would be those necessary to carry out the program described. For the Construction Sector Coordinator budget this might include uniforms (and other supportive services), job readiness training workbooks, and the like. Office supplies are the more general direct charge items such as paper, postage, etc that the office may need to support the program and are not included in the indirect rate. Proposers are encouraged to provide detail in the budget narrative so reviewers can confirm that all appropriate costs have been included.</p>	4/28/2017