

RFQ #207 Question Log
Date Received

Date Received	Name	Organization	Question:	Response:	Response Date
9/23/2017	Aida	Unidentified	Is this partly funded by the Federal Govt	OEWD may fund contracts and/or grants under this RFQ with a variety of federal, state or local funding as appropriate including, but not limited to, the Workforce Innovation and Opportunity Act (WIOA), Community Development Block Grant (CDBG), California Career Pathways Trust (CCPT) funds, American Apprenticeship Grants through the Department of Labor, US Small Business Association (SBA) and City general funds.	10/5/2017
9/26/2017	Michele Dilworth	Foundation Center West	Can you confirm that this RFQ is open to organizations – not just consultants? From the requirements section, I wasn't sure if the goal is to find one-on-one consulting in the various capacity building areas, or if larger format training opportunities – cohort model and/or classroom model – were also under consideration.	Nonprofit service providers and other businesses are eligible to apply and workshops or other group services may be provided based on available funding over the term of the RFQ and the capacity-building needs of participating organizations.	10/5/2017
9/27/2017	Georgianna de la Torre	Museum Management Consultants, Inc.	If MMC is awarded a contract, will we be required to disclose proprietary financial data from our firm and if so what?	Per page 9 of the RFQ, under section 67.24(e) of the San Francisco Administrative Code "Contracts, contractors' bids, responses to requests for proposals and all other records of communications between the department and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit." Per page 7 of the RFQ (Section K, #2). All non-confidential materials submitted in response to this RFQ become the property of the City, and non-confidential materials may be made available to the public under the "Sunshine Ordinance". More information on the Sunshine Ordinance can be found on the San Francisco City Attorney's website, here: https://www.sfcityattorney.org/good-government/sunshine/	10/5/2017
9/28/2017	Jennifer Sachs	LightHouse	LightHouse for the Blind is considering sending in a response to #207 to be available to provide consulting services to OEWD projects in the following areas: • Worksite Accommodations- LightHouse can assess a work station and recommend accommodations for Blind/Low Vision employees • ADA Compliance • Accessible braille document, audio recordings and tactile maps creation for Blind/Low Vision employees Would it be appropriate for us to participate in this program?	Demand for capacity-building services will be determined by nonprofits following an overall diagnostic assessment. Other formats such as workshops may be utilized over the term of the RFQ eligibility period based on the needs of nonprofits. If you think that some nonprofits would prioritize these needs and are interested in offering these services as an option, it would be appropriate to apply. Over the term of the qualification period, other departments may work with OEWD to utilize this list of pre-qualified consultants.	10/5/2017
9/29/2017	Paul Lamb	Man on a Mission	Can you tell me if bidders are required to have a DUNS number to be considered for this RFQ?	A DUNS number is not necessary to bid on this opportunity or to become a City supplier (note: if applying to be a bidder/supplier on the City portal, the DUNS question may be skipped). OEWD anticipates the first round of funding for this RFQ's resulting grants and contracts to be local General Funds, but there is a possibility that additional projects might come up over the two years of eligibility that would be federally funded, and not having a DUNS might prohibit OEWD from contracting with an organization on those projects.	10/2/2017
10/1/2017	Frank Topper	Topper Facilitation	Would you like a facilitator to apply? A facilitator does not offer technical/guidance advice but extracts the intelligence and expertise of the group in the room. I have many clients, have worked for Stanford for 25 year (still do, part-time), and have facilitated strategic planning for several non-profit boards. Areas of expertise (again - facilitation and not consulting/guidance advice) include (per your RFQ document) E. Scope of Work OEWD seeks to develop a list of qualified consultants in the following areas: Specifically, OEWD is seeking consultants with expertise in one or more of the following areas, as they relate to nonprofit capacity building: a. Organizational needs assessment b. Strategy, vision & impact e. Board development j. Risk assessment k. Organizational design & change management • Guiding organizational leadership in a diagnostic assessment of organizational capacity • Providing direct services to clients • Tracking and reporting on impact of the work being provided The Business Development Division has a standard cap of \$150 hourly rate for consulting (firms with extensive and/or specialized experience may be paid more). * non-profit clients -- (I remember four I helped - Silicon Valley Red Cross, Social Justice Center Marin, RAFT, Mission City Community Fund)	Applicants should describe their work within the context of the program areas described. Cover letter must identify the specialties or subsection(s) of interest (subsections a through q in section E). Applicants may use the supplemental questions to describe their approach, knowledge and experience.	10/5/2017
10/2/2017	Angela Massey	Nonprofit Empowerment Group	The RFQ lists several specific possible projects. Are these exclusive?	Applicants should describe their work within the context of the program areas described. Cover letter must identify the specialties or subsection(s) of interest (subsections a through q in section E). Applicants may use the supplemental questions to describe their approach, knowledge and experience.	10/5/2017
10/2/2017	Angela Massey	Nonprofit Empowerment Group	What types of direct services to clients are you considering as part of this RFQ?	Applicants should describe their work within the context of the program areas described. Cover letter must identify the specialties or subsection(s) of interest (subsections a through q in section E). Applicants may use the supplemental questions to describe their approach, knowledge and experience.	10/5/2017

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10/2/2017	Angela Massey	Nonprofit Empowerment Group	Who is the ultimate client - OEWD or the nonprofit agency we would be serving?	OEWD has issued this Request for Qualifications and may fund contracts and/or grants under this RFQ with a variety of outcomes including outcomes determined by nonprofit organizations. Over the term of the RFQ, other City departments may work with OEWD to contract for capacity building services.	10/5/2017
10/2/2017	Angela Massey	Nonprofit Empowerment Group	Do projects include the opportunity to conduct and charge for a Return on Investment evaluation (Phillips Level 5) or is OEWD looking at some or all of the 4 Kirkpatrick levels?	Applicants should describe their work within the context of the program areas described. Cover letter must identify the specialties or subsection(s) of interest (subsections a through q in section E). Applicants may use the supplemental questions to describe their approach, knowledge and experience. The Kirkpatrick levels were not a consideration in the design of this RFQ.	10/5/2017
10/2/2017	Angela Massey	Nonprofit Empowerment Group	The RFQ asks for a list of at least 10 nonprofit clients, yet we often sign NDAs. Can we respond but not name the associations and organizations we have worked with? We would also respect the confidentiality of our clients when working with OEWD.	Applicants must meet the minimum qualifications to be considered responsive to this RFQ. In past RFQs applicants have received permission from past clients to be listed.	10/5/2017
10/2/2017	Angela Massey	Nonprofit Empowerment Group	Similarly the RFQ asks for samples of prior work, yet our work is confidential. What are you looking for? Would some articles about our work do for this requirement?	Applicants must meet the minimum qualifications to be considered responsive to this RFQ. In past RFQs applicants have received permission from past clients to share work samples. Samples with redacted confidential information will be accepted.	10/5/2017
10/2/2017	Angela Massey	Nonprofit Empowerment Group	The RFQ asks about language proficiency. Is it a requirement to be fluent in languages other than English?	No.	10/5/2017
10/2/2017	Angela Massey	Nonprofit Empowerment Group	Section H. Supplemental Questions and Information, Question 7 - What do you mean specifically when you ask about dealing with client capacity challenges?	This is open to the applicant's interpretation, but generally refers to the nonprofit's absorptive capacity, or ability to identify, incorporate, transform and apply valuable external knowledge.	10/5/2017
10/2/2017	Angela Massey	Nonprofit Empowerment Group	The RFQ is for OD work which often can go in many directions. Is OEWD ok with a range of hours for projects rather than a fixed amount, so that we can take into account the specific need of each client?	OEWD may fund contracts and/or grants under this RFQ with a variety of scopes over the term of the RFQ.	10/5/2017
10/2/2017	Angela Massey	Nonprofit Empowerment Group	Are the use of assessments and instruments allowed and able to be billed at cost plus or cost?	OEWD is seeking proposals with hourly billing rates. A formula may consist of staff wages, staff benefits and shared costs. OEWD's preference is a blended rate, which would include all direct costs and an applicable portion of operating costs. If, however, a firm is proposing a rate below the maximum amount and/or wishes to make a case for rate plus an estimated amount of direct costs for specific programming being proposed, they are welcome to do this as part of question 9 in the supplemental questions.	10/5/2017
10/2/2017	Angela Massey	Nonprofit Empowerment Group	Does all work have to be performed in-person or can some of it be done virtually?	Some work may be done virtually, applicants may use the supplemental questions to describe their approach.	10/5/2017
10/2/2017	Angela Massey	Nonprofit Empowerment Group	Would OEWD cover any travel expenses to the client?	OEWD is seeking proposals with hourly billing rates. A formula may consist of staff wages, staff benefits and shared costs. OEWD's preference is a blended rate, which would include all direct costs and an applicable portion of operating costs. If, however, a firm is proposing a rate below the maximum amount and/or wishes to make a case for rate plus an estimated amount of direct costs for specific programming being proposed, they are welcome to do this as part of question 9 in the supplemental questions.	10/5/2017
10/2/2017	Angela Massey	Nonprofit Empowerment Group	How quickly are the expenses reimbursed & invoices paid for services performed?	The City typically reimburses within 30 days of receipt of a complete invoice packet.	10/5/2017
10/2/2017	Angela Massey	Nonprofit Empowerment Group	Regarding the billing rate what would OEWD consider as firms with extensive (i.e. how many years) and/or specialized experience to be paid more than \$150/hourly billing ?	It is up to the applicant to identify their rate/s for different program areas, this may be done in supplemental question 9b. Firms or individuals with extensive and/or specialized experience may be paid more and should list the rate/s they would accept for the work they describe in their application.	10/5/2017
10/2/2017	Angela Massey	Nonprofit Empowerment Group	Response Package – What is the page requirement/limit for each section 1 through 9 ?	While there is no page limitation on the response package, responses should be informative, yet concise. Applicants should provide information responsive to pertinent requirements set forth in the RFQ and should address in full the minimum qualifications and any supplemental requirements. Proposal packages are evaluated based on clarity, substance, and measurable results, not length.	10/5/2017
10/2/2017	Emily Boer Drake	Learning for Action	Is 5a asking for something different than the items included in the supplemental questions? (From the RFQ: 5. Provide a statement, written solely by the respondent, addressing the following items: a) Summary of skills, resources, and experience relevant to this contract. Be sure to address all of the minimum qualifications listed in this RFQ). If 5a is different, can you please elaborate about what additional information you would like that is not already covered by the supplemental questions?	5a is an overview, particularly if the applicant is applying for multiple program areas, and the applicant should address the minimum qualifications. The supplemental questions are where the applicant may go into greater detail.	10/5/2017
10/2/2017	Emily Boer Drake	Learning for Action	A question of clarification about one of questions from the narrative section. Describe your experience in providing counseling in both one-on-one settings and small group settings The word "counseling" is throwing us off a bit. Do you mean advice? Something else? I assuming it doesn't mean counseling in the clinical sense of the word (since we don't this), but wanted to clarify with you.	Applicants may use a similar term (advice, coaching) that describes their work.	10/5/2017

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10/2/2017	Kristi Koumjian	Harder+Company Community Research	Based on the statements in the RFQ, it sounds like OEWD is looking for contractor to bill using a blended hourly rate, is that correct? Is the rate cap of \$150 for the blended rate, or is the rate cap for each individual rate? We typically bill at different rates for different positions, and have used different rates when working with OEWD previously – would this be acceptable for projects resulting from this RFQ? Any additional details you can provide on OEWD's expectations around rates would be appreciated – such as what information you would like us to submit in response to question 9 of Supplemental Questions.	Applicants may identify their rate/s for different program areas, this may be done in supplemental question 9b. Firms or individuals with extensive and/or specialized experience may be paid more and should list the rate/s they would accept for the work they describe in their application. No more than one rate should be provided per program area, if a firm or organization is applying and multiple individuals would provide services for a single program area the applicant should provide a blended rate of pay that takes into consideration the work of senior consultants that would normally charge more and those with less experience that would normally charge less. The rate/s should be considered all inclusive, incorporating a portion of operating costs.	10/5/2017
10/2/2017	Kristi Koumjian	Harder+Company Community Research	Is there a total page limit (or limit on the number of pages for each section)?	While there is no page limitation on the response package, responses should be informative, yet concise. Applicants should provide information responsive to pertinent requirements set forth in the RFQ and should address in full the minimum qualifications and any supplemental requirements. Proposal packages are evaluated based on clarity, substance, and measurable results, not length.	10/5/2017