

RFQ #210 Question and Answer Log

#	Date Received	Name	Organization	Question:	Response:	Program Area(s), if any identified - RFQ 210 includes Area 1 to Area 27
1	10/23/2018	Marc Vogl	Vogl Consulting	I submitted a package of materials, which were approved, in response to RFQ 204 in 2017 for similar work (which I have since done with an OEWD supported organization!), so do I need to put together a new comprehensive package for this year's RFQ? Or, more basically, is there any advantage for me to respond to this RFQ if I am already on your list of qualified contractors to provide capacity building services to the SF non profits with whom you work?	Contractors whose minimum qualifications were confirmed for consulting work through OEWD's Request for Qualifications (RFQ) #204 in Spring 2017 do not need to reapply to this RFQ unless they wish to also prequalify themselves for the additional project areas in RFQ 210, or reapply under similar areas in RFQ 210 to extend their prequalified status. The list of prequalified firms created through RFQ 204 will be active until March 2019.	N/A
2	10/25/2018	Dominic Ripoli	Unknown	I am interested in applying for the Area 25 cannabis section. I understand questions are due by October 31st. But is there an application I need to fill out or should I just email this address with the answers to the questions I am viewing from the PDF you linked me.	Please refer to pages 36-39 of the RFQ, "Submission Requirements", which provides a list of the required elements of a complete submission packet and the two (2) allowable methods of submission.	25 - Legal Advice for Cannabis Equity Applicants
3	10/27/2018	Jim Rettew	CivicMakers LLC	Area 22 says "No supplemental information or questions are required." Does that mean we should not detail how we meet these requirements?	Some sections of the RFQ have a set of supplemental questions and/or requirements. When required, supplemental questions and requirements will be detailed as opposed to stating there are no supplemental questions or requirements. See section 25 for an example of required supplemental questions and requirements.	22 - Stakeholder Engagement and Facilitation
4	10/29/2018	Matt Strauss	Solve.is	Is this through a WIOA Program? Or Federally funded program?	As noted on page 3 of RFQ 210, "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, and City general funds."	21B program (cloud-based interactive data management system for workforce-related data specific to the construction industry); 21C program (job-matching technology for the workforce portfolio)
5	10/29/2018	Matt Strauss	Solve.is	Is City Build a WIOA Program? Or federal funded program?	No, CityBuild is not funded with WIOA or any other federal funds. CityBuild is typically funded with City general funds.	21B program (cloud-based interactive data management system for workforce-related data specific to the construction industry); 21C program (job-matching technology for the workforce portfolio)
6	10/29/2018	Matt Strauss	Solve.is	Are there necessary integrations?	The solutions currently used for job matching are built on the Salesforce platform. A new technology solution would require integration with or replacement of the existing system.	21B & 21C
7a	10/29/2018	Matt Strauss	Solve.is	Any necessary uploads from past databases?	Yes, uploads will be provided through a format compatible to the selected Contractor and the City.	21B program (cloud-based interactive data management system for workforce-related data specific to the construction industry)
7b	10/29/2018	Matt Strauss	Solve.is	Any necessary uploads from past databases?	Yes, uploads from existing systems may be necessary.	21C program (job-matching technology for the workforce portfolio)
8	10/29/2018	Matt Strauss	Solve.is	What reporting outcomes would be needed for San Fran's Government?	Reporting outcomes are based on the criteria of the workforce services the City offers including but not limited to, for example, demographics of participants, placement outcomes, services offered through workforce development, and employer engagement.	21B & 21C
9	10/29/2018	Matt Strauss	Solve.is	Would San Fran's Government need customization	Yes, any solution would need to be customized to San Francisco's specific context of rules and regulations, such as San Francisco Administrative Code Chapter 83 and other relevant requirements.	21B & 21C
10a	10/29/2018	Matt Strauss	Solve.is	How large is the network in San Fran's Govt? o Number of Employers o Number of Nonprofits or Workforce Training Grantee Programs o Number of Job Candidates	For the CityBuild program, the network includes the following: o Over 2,800 employers o Over 30 Workforce Training Grantee Programs o Over 8,000 job candidates	21B program (cloud-based interactive data management system for workforce-related data specific to the construction industry)
10b	10/29/2018	Matt Strauss	Solve.is	How large is the network in San Fran's Govt? o Number of Employers o Number of Nonprofits or Workforce Training Grantee Programs o Number of Job Candidates	OEWD currently contracts with over 70 grantees to provide workforce services and serves approximately 5,000 job seekers per year. Last year, OEWD's non-construction programs worked with approximately 200 employers. However, many other organizations provide workforce services in San Francisco. Please refer to publicly available sources to obtain information about nonprofit organizations in San Francisco. Please also refer to publicly available sources to obtain information about San Francisco employers and jobseekers.	21C program (job-matching technology for the workforce portfolio)
11	10/30/2018	Alison Nemirow	Strategic Economics	In which section of the response package should the respondent address the minimum qualifications and preferred qualifications for each Area?	Please refer to the RFQ pages 36-39 in reference to "Submission Requirements" which provides the required sequence for information to be presented in the response package. Section 6 calls for a response document answering all applicable supplemental questions. Any additional supplemental addenda requested should be provided in Section 7.	N/A
12	10/30/2018	Alison Nemirow	Strategic Economics	Please confirm that there is no local business enterprise requirement.	There is no local business enterprise requirement.	N/A
13	10/30/2018	Alison Nemirow	Strategic Economics	What is the difference between the Small Business Needs Assessment in RFQ 210 (Area 26), and the Small Business Needs Assessment in RFQ 209 (Program Area P)?	The difference is that two questions, numbers 2 and 3, were added under the <u>Supplementary Questions and Requirements</u> section of Area 26 in RFQ 210.	26 - Small Business Needs Assessment

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14	10/30/2018	Alison Nemirow	Strategic Economics	May respondents submit as consultant teams (with subcontractors)?	Yes, as long as the submission packet demonstrates that each consultant meets the minimum qualifications established for the specific section.	N/A
15	10/30/2018	Alexander Quinn	Hatch	Are we to submit our team qualifications, resumes, references, billing rates for each area, or can we submit our qualifications for each area with our resumes, references, and billing rates for ALL of the areas we are pursuing?	You may submit either (1) one set of qualifications for all areas you are applying to, or (2) qualifications by program area. If you choose option #1, please be sure that you are familiar with all of the minimum qualifications for all areas you are applying to, and that all team members meet all of the minimum qualifications. If you choose option #2, list the area you are applying to, and the team members and their qualifications, ensuring that each team member meets the qualifications for that area.	2 (Real Estate Analysis and Technical Assistance), 4 (Architectural Services), 19 (Economic and Labor Market Analysis), 22 (Stakeholder Engagement and Facilitation), 24 (Fiscal Services), 26 (Small Business Needs Assessment)
16	10/30/2018	Alexander Quinn	Hatch	Where do we describe our firm qualifications in addition to our project/contracts and resumes?	This may be outlined in your cover letter or in Section 5 of your submission	2 (Real Estate Analysis and Technical Assistance), 4 (Architectural Services), 19 (Economic and Labor Market Analysis), 22 (Stakeholder Engagement and Facilitation), 24 (Fiscal Services), 26 (Small Business Needs Assessment)
17	10/30/2018	Alexander Quinn	Hatch	Is there a page limit to our submittal?	No, there is no page limit to the submittal, however, brevity and completeness in answering questions is appreciated. If you are submitting via email, please also be mindful of file size limitations that may slow down delivery of your submission.	2 (Real Estate Analysis and Technical Assistance), 4 (Architectural Services), 19 (Economic and Labor Market Analysis), 22 (Stakeholder Engagement and Facilitation), 24 (Fiscal Services), 26 (Small Business Needs Assessment)
18	10/30/2018	Alexander Quinn	Hatch	I also assume that we can submit as a team with a number of subconsultants? This would be both to adhere to our LBE requirements and to add depth to our team.	You may submit as a team with subconsultants as long as each meets the minimal qualifications established for the specific section. There are no LBE requirements.	2 (Real Estate Analysis and Technical Assistance), 4 (Architectural Services), 19 (Economic and Labor Market Analysis), 22 (Stakeholder Engagement and Facilitation), 24 (Fiscal Services), 26 (Small Business Needs Assessment)
19	10/30/2018	Larry Robbin	Robbin and Associates	In Section 3 on page 37 about relevant contracts, I have done dozens of contracts in the last five years that relate to this RFP. Listing each challenge, success and impact would be a very lengthy process. Is it possible to summarize those aspects of the contracts with some specific examples? Would that meet the requirements of this section of the RFP?	Brevity is encouraged as long as descriptions are sufficient to describe how you meet the minimum qualifications and requirements. It is fine to use summaries.	3 - Community Benefit District/Business Improvement District
20	10/31/2018	Cesar Del Valle	Catchafire	Can the relevant addenda portfolio be submitted as a PDF? (For context, our intention is to submit a slide deck in PDF format)	Yes.	N/A
21	10/31/2018	Cesar Del Valle	Catchafire	Should we be exhaustive in including all support staff members, as per Question 5.a? Or should we only include key staff who will be directly interfacing with the client? For context, we are a 40 person staff and will be applying with the intention of executing an innovative program leveraging a platform, and as such have several members of our team that are on the tech side only.	Be sure to include key staff working on this project. Key staff would be those who would have a substantive role in the execution of the project. At a later date, additional qualifications for staff may be requested if necessary.	N/A
22	10/31/2018	Sara Razavi	Working Solutions	In Area 9, is there a total anticipated contract amount for the two year engagement?	Not at this time.	9 - Real Estate Case Management Services
23	10/31/2018	Sara Razavi	Working Solutions	In Area 9, is there an anticipated number of hours/projects expected?	Under Area 9, the information provided by the corridor vacancy and storefront vacancy assessments will help inform the number of case management projects and hours. From an initial survey, the estimate is 50-75 cases.	9 - Real Estate Case Management Services
24	10/31/2018	Sara Razavi	Working Solutions	In Area 9, for the three references, may we use our current Small Business Relocation and Retention partners, OEWD and SF SBDC as two of the references. We'd use a client for the third reference. If not allowed to use OWED or SF SBDC, we'd use two other clients as well.	It is preferred that non-OEWD references be provided.	9 - Real Estate Case Management Services

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25	10/31/2018	Kevin Lovering/Pamela May	Design Media	Are their specific projects in the budget that will be initiated during the 2 year active pool period (2018-2020)?	<p>Projects and amounts will be determined as the budget is made available.</p> <p>Page 39 of the RFQ, "Final Selection," explains that "receipt of a notification letter confirming the respondent met the minimum qualifications as set forth in the RFQ is not a promise to contract for services. Contractor(s) receiving prequalification letters may be subsequently contacted by the department to discuss specific opportunity(ies) that coincide with the respondent's qualifications when and if they arise."</p> <p>If awarded, projects need to begin within the two-year period as described on page 3 of the RFQ, which states: "This RFQ will be in effect for two years from the date that notifications are sent to proposers. OEWD may use this RFQ to justify contracts/grants with a term start date within the two year timeframe and for any necessary amendments to those agreements. The term of any agreements (and their amendments) does not need to conclude within the two year timeframe."</p>	N/A
26	10/31/2018	Kevin Lovering/Pamela May	Design Media	Will OEWD consider teaming partnerships?	Yes.	5 - Logo/Branding Design
27	10/31/2018	Kevin Lovering/Pamela May	Design Media	What audiences will be targeted for this outreach?	Audiences may include, but shall not be limited to: City and/or grantee staff; customers/users and participants in OEWD programming; community groups; the Board of Supervisors; City commissions and boards; the general public; limited English proficient populations; firms/employers across diverse sectors; industry groups; and the small business community.	22a - Stakeholder Engagement and Facilitation; Stakeholder Outreach Services
28	10/31/2018	Kevin Lovering/Pamela May	Design Media	Will OEWD provide support in identifying available representatives for the stakeholders?	Yes, in part. OEWD will provide limited consultation and resources to assist in the identification of stakeholders, related groups, and their representatives.	22c - Stakeholder Engagement and Facilitation; Facilitation at Public-facing Events
29	10/31/2018	Kevin Lovering/Pamela May	Design Media	What are your greatest challenges right now in establishing consistent and effective messaging? What have been the roadblocks and what are the primary challenges you face right now?	Greatest challenges/roadblocks have been developing targeted and consistent information and branding. OEWD's priorities are the website, online tools, and generating collateral materials for the public.	23 - Marketing, Branding, Collateral and Website Development
30	10/31/2018	Kevin Lovering/Pamela May	Design Media	Does media outreach plan refer to a public relations plan or a paid advertising campaign?	Both.	23e - Marketing, Branding, Collateral and Website Development - Creating, presenting, implementing and analyzing the effectiveness of a media outreach plan including recommendations on translation and interpretation service needs
31	10/31/2018	Kevin Lovering/Pamela May	Design Media	What audiences will be targeted for this outreach?	Audiences targeted for this outreach may include, not are not limited to: Job seekers; Service providers; Small business community; Neighborhood and Merchant associations; Nonprofits; Industry partners; and/or Community stakeholders. Facilitation and services should also be targeted to multi-lingual audiences.	23o - Marketing, Branding, Collateral and Website Development - OEWD Workforce Development brand and graphic system for collateral across print, digital and social media channels
32	10/31/2018	Alexander Quinn	Hatch	We are assuming that our team can qualify for one area and not for another? In other words, if we pursue areas 2 and 22, we can get selected for 2 or 22, or both. Put simply, we do not disqualify ourselves for other areas if we don't get selected for one area.	Qualifications determinations are for each unique area. Being found to be not qualified in one area does not mean you will be disqualified in other areas. Qualifications for each area are considered based on the requirements of each respective area.	N/A
33	10/31/2018	Alexander Quinn	Hatch	Also, when selected for a given area is it possible that specific team members will be combined with other selected firms (not in our SOQ) on a given MOEWD assignment?	The department may contract with multiple providers to carry out a project. Page 39 of the RFQ, "Final Selection," explains that "receipt of a notification letter confirming the respondent met the minimum qualifications as set forth in the RFQ is not a promise to contract for services. Contractor(s) receiving prequalification letters may be subsequently contacted by the department to discuss specific opportunity(ies) that coincide with the respondent's qualifications when and if they arise."	N/A