



Solicitation Addendum # 1

Sourcing Event ID: SFGOV-000008870
Sourcing Event Name: OCA ADP | RFQ for Organizational Services
Date: 05-16-2024

Please note the following changes to the subject event before submitting your Proposal. All information provided herein is considered to be fully incorporated into the Solicitation. All other terms and conditions remain the same.

CHANGE 1: The *Request for Qualifications* document is hereby deleted and replaced with *Request for Qualifications Version 2 dated 05/16/24*, hereinafter referred to as “**RFQ V2**” to reflect the following changes:

1. Extend the Deadline to Submit Proposals from May 20, 2024 by 5 PM Pacific Time to **May 27, 2024 by 5 PM Pacific Time**.
2. Adds a new Service Area, **Service Area 6: Family Focused Services**.

CHANGE 2: *Attachment 1, Proposer Questionnaire and Required Documentation*, is hereby deleted and replaced with *Attachment 1, Proposer Questionnaire and Required Documentation Version 2 dated 05/16/24*, hereinafter referred to as “**Attachment 1 V2**,” to reflect the addition of a sixth Service Area – Service Area 6: Family Focused Services.

CHANGE 3: *Attachment 2, Service Area Descriptions*, is hereby deleted and replaced with *Attachment 2, Service Area Descriptions Version 2 dated 05/16/24*, hereinafter referred to as “**Attachment 2 V2**,” to reflect the following changes:

1. Revision to **Service Area 2: Professional Development**.
2. Addition of **Service Area 6: Family Focused Services**.

CHANGE 4: *SE8870 Pre-Proposal Conference Attendance Sheet* from the Pre-Proposal Conference held on May 10, 2024 is posted to the Sourcing Event.

CHANGE 5: Responses to questions received are provided below and hereby incorporated into the solicitation as though fully set forth therein.

1. **Question:** If we are subcontracting w/an LBE, can we use that information on Question 6 in Attachment 1?

Answer: No. Question 6 in *Attachment 1 V2* refers only to the Proposer and not to any of a Proposer’s subcontractors.

2. **Question:** Do subcontractors have to complete Attachment 1?

Answer: No, only the firm or organization (Proposer) seeking consideration to be part of the Prequalified



Pool is required to submit a completed *Attachment 1 V2*.

3. **Question:** Do you have additional forms or attachments for us to fill out? Is it expected that we supplement the information requested with additional experience, staff qualifications, etc.

Answer: No. As indicated in Section IV (Proposal Evaluation Criteria) of *RFQ V2*, evaluation is based solely on Minimum Qualifications Documentation. Per Section V (Minimum Qualifications Documentation Required with Proposal), the only Minimum Qualification Documentation required for submission is MQ 1, Completed *Attachment 1 V2*.

4. **Question:** Are past projects being local a requirement? Are overseas references acceptable?

Answer: With respect to the first part of this question, no, there is no geographic requirement for completed projects that you may list in *Attachment 1 V2*.

With respect to the second part of this question, yes, client references may be from overseas clients. Please note that it is the Proposer's responsibility to ensure that contact information provided for its listed client references is accurate, as the City will be verifying client references to determine whether a Proposer has met the Minimum Qualifications.

5. **Question:** For projects, we are required to use projects that are completed. Are we permitted to also include in our supplemental information, projects that are currently being worked on to show our broad experience?

Answer: The "Offerings" box in *Attachment 1 V2* is provided for Proposers to list and describe its specialized area(s) of expertise relevant to that Service Area. There are no other specific restrictions or requirements for the information that a Proposer may wish to provide.

6. **Question:** Will international projects or references be treated differently in the scoring or grading compared to local projects?

Answer: No, international projects or references will not be treated differently in the evaluation of submitted Proposals. Per Section IV (Proposal Evaluation Criteria) of *RFQ V2*, the only evaluation phase is "Minimum Qualifications Documentation," which will be evaluated on a Pass/Fail basis.

7. **Question:** If our rates can go up and down. Will submit a rates table, but would not want the rates to be used against us. In other words, we would like to have the option to reduce our rates for a specific RFP later.

Answer: Proposers will not be bound to any rates or pricing that they wish to specify in the "Pricing Structure" box for the relevant Service Area(s) in *Attachment 1 V2*. It is for informational purposes only.



- 8. Question:** Is there any sense as to the volume/\$ of work that will be tendered over the coming 3 years that this pool will be active?

Answer: At this time, there is no estimated anticipated spend for Resulting Contracts that may be awarded from a Prequalified Pool that is established by this RFQ.

Regarding the duration of a Prequalified Pool resulting from this RFQ, a Prequalified Pool list is valid for 2 years, but may be extended for up to 2 additional years if re-opened by City in accordance with Section 21.4 of the San Francisco Administrative Code. Please refer to Section I.E (Creation and Duration of the Prequalified Pool) of *RFQ V2* for more information.

- 9. Question:** On attachment 1, if there are areas that we are not interested in should we leave blank or can we delete those?

Answer: If this question refers to Question 4 of Part II of *Attachment 1 V2*, Proposers should select each Service Area for which they would like to be considered. Proposers will only be considered for those Service Areas for which they have providing the minimum required documentation (MRD) in the corresponding Table(s) in *Attachment 1 V2*.

- 10. Question:** We are only being asked to submit Attachment 1 correct?

Answer: Proposers must submit *Attachment 1 V2* as well as documentation for Required Supporting Documentation item # RSD 1. For more information on RSD1, please refer to *RFQ V2* Section IX (Supporting Documentation Required Prior to Selection for The Prequalified Pool).

- 11. Question:** No transmittal letter, no resumes, no project descriptions, anything other than Attachment 1?

Answer: See response to Question 10 above.

- 12. Question:** Can you clarify how ADP intends to select firms from the list once it's established? Is there a process for how a secondary solicitation/request for quotes would work?

Answer: Upon establishment of a Prequalified Pool, APD will have three options to select a contractor for a Resulting Contract. Please refer to *RFP V2* Section I.F.1 (Selection of Contractors from the Prequalified Pool) for more detailed information.

- 13. Question:** While this RFQ doesn't have LBE requirements, do you anticipate that the individual projects might add that requirement?

Answer: Per Section III.C (LBE Subcontracting Participation Requirements) of *RFQ V2*, LBE



Subcontracting Requirements were waived for any contract awarded from the Prequalified Pool.

14. Question: Will the pre-bidder conference attendee list be published to be able to form partnerships?

Answer: Yes, please see **Change 4** above.

15. Question: What is "required supporting documentation?"

Answer: Per Section IX (Supporting Documentation Required Prior to Selection for The Prequalified Pool) of *RFQ V2*, there is one Required Supporting Documentation, RSD 1, which reads:

| | |
|--------------|---|
| RSD 1 | Evidence that Proposer is 12B compliant or likely to become compliant within 30 calendar days of the Proposal Due Date. |
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Please refer to Section IX of *RFQ V2* for further details.

16. Question: Does this mean that we should submit one or more sample deliverables for each project listed in Attachment 1 (Proposer Questionnaire and Required Documentation)?

Answer: Please complete *Attachment 1 V2* based on the instructions provided therein.

17. Question: For each of the service areas it asks for experience consisting of two projects for a "governmental or institutional entity." What qualifies as an institutional entity? Can this include a nonprofit agency or philanthropic funder that works in the field of criminal justice?

Answer: For purposes of this Solicitation, an institutional entity is considered an institution of higher education; a public-school district; a local, state, or federal government; a municipal utility; or a designee of one of those entities.

18. Question: Can other San Francisco departments be used as a reference?

Answer: Yes.

19. Question: Is the department able to share its budgets for these services for the year?

Answer: See the answer to Question 8 above.

20. Question: Are offshore resources allowed as part of the pricing structure for our service offerings?

Answer: You may include pricing information for offshore resources in your submission, however, please



note that for any Resulting Contract that may be awarded from the Prequalified Pool, services to be performed by the awarded Contractor or any proposed subcontractor(s) outside of the United States must be disclosed to City with all quotes and scopes of work and shall not be permitted without prior written approval of the City. Any agreement made in violation of such provision shall be null and void. Further, any work by an awarded Contractor or its authorized subcontractors using, or sharing or storage of, City data outside the continental United States is prohibited, absent prior written authorization by the City.

Please also see answer to Question 7 above.

21. Question: What was the budget for these services last year?

Answer: These services did not exist under contract for APD last year.

22. Question: XI. B. 2. Proposal Format (page 15 of RFQ), it states: *Proposals must be created using a word processing software (e.g. Microsoft Word or Excel) and typed in a serif font (e.g.-Times New Roman). The document must have page margins of at least .5" on all sides. Information must be provided at a level of detail that enables effective evaluation and comparison between Proposals. Failure to follow formatting, submission, or content requirements, as well as page limit restrictions (if any), may negatively impact the evaluation of your Proposal.* -- however, it appears that the only document to submit is Attachment 1 Proposer Questionnaire and Required Documentation, which is a pre-formatted fillable form. Please confirm that Attachment 1 is the only document to be submitted and no additional narrative is required.

Answer: Please see response to question 10 above.

23. Question: B. Service Area 2: Professional Development, it states two objectives A. Coaching Framework and B. Family Focused Services. Does the proposer need to address both objectives or can it focus on one?

Answer: Please see **Changes 1, 2, and 3** above. Service Area 2 (Professional Development) has been revised; and Service Area 6 (Family Focused Services) has been added.

24. Question: Project references: Can we use the same completed project in different service areas? And, to specify further: We have different sites even within the same project, so the reference might be a different site but it falls under the scope of the same project. Would that be acceptable?

Answer: If a single project applies to multiple Service Areas, you may use that project for multiple Service Areas. City will verify client references to ensure that any projects listed in *Attachment 1 V2* meet the stated requirements that they were completed and separate projects for a governmental or institutional entity client, at least one of which is criminal justice related, and were substantially similar to the Service Area description as it is described in *Attachment 2 V2*.



However, providing the same set of services for multiple sites, either simultaneously or as part of a single awarded contract/scope of work, would constitute a single project.

25. Question: Regarding information about our firm's pricing structure, we generally charge clients on a time and materials basis, wherein each of our staff assigned to work on a given project has an hourly rate. What information do you require regarding this type of pricing structure; do you require the individual staff's hourly rates? Or can we provide a rate based on staff role, e.g., Principal Consultant rate; Sr. Analyst rate?

Answer: There is no specific requirement as to the form of pricing structure information a Proposer may provide. Please provide the pricing structure in the way that makes the most sense for your organization's pricing and billing practices, which may include hourly rates based on staff role.