

DEC RFP#24-05: Data & Evaluation Services  
Questions & Answers

Area	Questions	Answers
RFP	<p>What is the correct due date and time? Are the dates and times listed in the attached RFP Solicitation Schedule, correct?</p>	<p>The Deadline to Submit Proposals for this RFP is <b>August 9, 2024, at 12:00 PM PST</b>. The <b>July 9, 2024</b>, date listed on the San Francisco City Partner website is the Mandatory Letter of Intent (LOI) submission deadline. All Proposers are required to submit a LOI as stated in Section VII. of the RFP.</p> <p>All the Dates &amp; times listed in the RFP Solicitation Schedule (Table B) are correct but may be subject to change. Please monitor the DEC website for any RFP-related updates.</p>
RFP	<ol style="list-style-type: none"> <li>1. Section VIII page 25 of the RFP- confirming these forms are due at time of award NOT time of proposal submission</li> <li>2. Would the city be open to negotiating the term 10.5.2 in the sample contract? Specifically, our question is what constitutes “reasonable measures” as stated in 10.5.2?</li> <li>3. Would the city consider removed “owned autos” in the automobile insurance section, as we have no owned auto insurance.</li> <li>4. Would the city consider changing 24 hours of a discovery of a breach, to one business day and twelve hours if PII or PHI to one business day. Addition we request the addition of Contractor, at its own expense, <b>if responsible for breach</b>, will reasonably cooperate with the city and law enforcement authorities to investigate any such Leak and to notify injured or potentially injured parties.</li> </ol>	<ol style="list-style-type: none"> <li>1) All Required Supporting Documentation, other than RSD #2, are due prior to Award and not required with proposals.</li> <li>2) No. These funds are local San Francisco money and contractors receiving San Francisco local government funding must abide by local laws.</li> <li>3) An insurance waiver may be requested before a contract is executed if a proposer is awarded. The City’s Risk Management group will have final decision on all insurance waiver requests.</li> <li>4) DEC cannot currently address this question.</li> <li>5) Only to the contract if awarded.</li> </ol>

	<p>5. Does first source hiring program requirement pertain only to the jobs that are included in our bid? If it includes jobs outside of this bid or its resulting contract we request this requirement is removed.</p>	
RFP	<p>Am I understanding correctly that letters of reference may not come from DEC/First 5 SF or any other City/County departments in San Francisco? Please clarify?</p>	<p>Do not submit references from DEC or its former entities, OECE or First 5 SF.</p> <p>References from other SF City departments are not permitted.</p>
RFP	<p>1. Related to Serviced Area 1 (p.11): The RFP indicates an assessment of all DEC data systems including grantee data systems. How many data systems does that include? Could you provide a list of these data systems?</p> <p>1. What technologies does DEC utilize for data governance, data analytics and data storage?</p> <p>2. Related to Serviced Area 2 (p.12): The RFP states that the proposer may need to obtain data sharing agreements with other city departments. Are there existing data sharing agreements with these departments?</p> <p>3. Are Required Supporting Documentation (RSD #'s 1, 3, 4) listed on pg 25 of RFP to be submitted with our proposal? If so, should they be included with each service area submission? Or are they due prior to an award being made?</p> <p>4. Does Attachment F need to be submitted to the Office of Economic and Workforce development (as indicated on the form) in addition to being submitted with our proposal?</p>	<p>1) There are probably about a dozen systems of significant size that we rely on, but data systems are proliferating each year. In general, they are all web-based, and they run the gamut from proprietary, custom-designed databases to off-the-shelf data systems in use across multiple municipalities and states to databases built using industry standard tools from Microsoft and Salesforce.</p> <p>2) In general, no. But we aim to standardize data use agreements as part of the work of Service Area I.</p> <p>3) All Required Supporting Documentation, other than RSD #2, are due prior to Award and not required with proposals.</p> <p>4) Please only submit it with your proposal. DEC will work with the Office of Economic and Workforce development to ensure contract awardees' First Source Hiring Agreements are received.</p> <p>5) DEC will upload a new version of the Calculation of Charges onto the DEC website, please monitor our website for updates.</p> <p>6) Participants stipends need to be listed as an operating expense.</p> <p>7) No.</p>

	<ol style="list-style-type: none"> <li>5. Could you provide clarity for how to complete the budget form, considering that these are multi-year projects?</li> <li>6. We understand that Indirect costs can not be charged on participant stipends. Are indirect costs allowed when gift cards are used as incentives to participants?</li> <li>7. If a proposer has existing contracts with SF DEC, is there a cap on the number of proposals or the total value that can be awarded from this opportunity to an existing funded agency?</li> </ol>	
RFP	Does the Centralized Access Point (CAP) collect demographic information, in particular characteristics defined by Target Populations on p.8? What other indicators does CAP collect?	This is under development.
RFP	How is the Early Childhood Mental Health Consultation Initiatives key service populations defined? Are key service populations defined as Early Childhood Education (ECE) providers, FRC staff, and parents/caregivers who support children of families with characteristics defined in Target Populations on p.8 or more broadly?	The Target Populations on p.8 are representative of the key service populations for the Early Childhood Mental Health Consultation Initiative.
RFP	<ol style="list-style-type: none"> <li>1. Is the budget listed for each year or for full contract term?</li> <li>2. If labor sections on the budget form don't apply to us as evaluation consultants, can we rename them?</li> <li>3. We often work closely with clients' partners or trusted community members to support qualitative data collection as a culturally responsive evaluation practice. E.g. we would train and support them in conducting focus groups or interviews in threshold languages (and of course, compensate them for their time). Does SFDEC have existing partners or</li> </ol>	<ol style="list-style-type: none"> <li>1) The listed budget is the maximum annual funding allocated for a given service area.</li> <li>2) DEC posted an updated budget form on 7/1/24, please monitor our website regularly for any RFP updates.</li> <li>3) DEC doesn't have any of this capacity currently.</li> <li>4) This is a new initiative for the Department of Early Childhood and there are no current incumbent vendor providing these services.</li> </ol>

	<p>collaboratives we could tap into for this approach?</p> <p>4. What's been SF DEC's previous experience with external evaluators? Is there an incumbent for any of this work?</p>	
RFP	<ol style="list-style-type: none"> <li>1. Are any of the funds grant-related? If so, are there any flow down provisions?</li> <li>2. What will the resultant agreement type be? Will it be a grant, cooperative agreement, or a professional services agreement?</li> <li>3. Are there any restrictions on the use of funds?</li> <li>4. Could DEC clarify how "key staff" are defined (e.g., proposed project leaders, any staff involved in evaluation activities, administrative and clerical staff)?</li> <li>5. To what extent will DEC be able to support with language translation services?</li> <li>6. Are the bios and letter of recommendations part of the 18-page limit?</li> <li>7. May those who participate in evaluation activities receive compensation for their time through evaluation funds? If so, is there any guidance on an appropriate amount?</li> <li>8. What is the anticipated length for the following reports (as seen on pg. 14 of the RFP)? <ol style="list-style-type: none"> <li>1. Service Area II: Evaluation Implementation's <ol style="list-style-type: none"> <li>i. annual evaluation reports with most recent learnings from evaluation activities</li> </ol> </li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1) There are no grant-related funds from this RFP.</li> <li>2) Professional Services Contract</li> <li>3) Only restricted to the work outlined in the RFP.</li> <li>4) All direct staff from your agency. That would include any administrative/clerical staff providing direct support.</li> <li>5) Funding for translation/interpretation should be built into proposals as needed. DEC does not have the capacity to extend its translation/interpretation resources to its contractors.</li> <li>6) Job descriptions, resumes of key staff, and the two letter of references do not count into the 18-page limit.</li> <li>7) Yes. We do not have established guidance, but compensation should be commensurate with the expected role, expertise, and burden/duration of participation.</li> <li>8) Reports should be of sufficient length to effectively communicate evaluation findings to a general audience that includes DEC staff and stakeholders, local leaders, and the general public.</li> <li>9) For Access and Enrollment, DEC currently collects basic participation data on all enrolled children, which includes enrollment characteristics, child and family demographic information, and certain compliance data related to dates of developmental screening, Desired Results Developmental Profile</li> </ol>

	<p>2. Service Area III: landscape analysis's</p> <ul style="list-style-type: none"> <li>i. annual report of needs assessment of San Francisco families</li> <li>ii. annual report of kindergarten entry patterns and kindergarten readiness in San Francisco</li> </ul> <p>9. What are DEC’s current data collection policies and practices, as they relate to the key strategies &amp; activities and outputs listed in the Program Quality Improvement and Access &amp; Enrollment logic models?</p> <p>10. Outside of the parent advisory committee, can you describe how parent feedback is currently being collected for the FRCs?</p>	<p>administration, and parent-teacher conferences. For Program Quality Improvement, DEC currently collects program quality self-assessment results and Classroom Assessment Scoring System (CLASS) observations prior to provider entry into City funding, quality ratings and CLASS observations for state-funded providers, quality improvement plans for all funded providers, and coaching hours and activities for providers receiving coaching.</p> <p>10) DEC offer regular parent focus groups and listening sessions as well as informal information gathering that is shared with FRC staff who then share this with us in grantee meetings.</p>
RFP	<p>How is the Universal Screening and Early Intervention Initiatives target population defined? Is the target population Black, Latino, Pacific Islander, and Indigenous children in San Francisco only or more broadly to include additional Target Populations characteristics as defined on p.8?</p>	<p>The Universal Screening and Early Intervention Initiatives target population conforms to the description on page 8.</p>
RFP	<p>In addition to DEC-funded Care Coordinators, how else does DEC fund and support the Universal Screening and Early Intervention Initiative across partner agencies? Does DEC fund and maintain the Universal Development Screening System?</p>	<p>These efforts are currently under development.</p>

RFP	<ol style="list-style-type: none"> <li>1) Is there a preference for organizations that have worked with DEC, First 5 San Francisco, or the Office of Early Care and Education previously?</li> <li>2) Is there a preference for organizations that apply for more than one of the service areas?</li> <li>3) What are the largest non-English speaking populations participating in the relevant programs to be evaluated?</li> <li>4) Are there any budget restrictions such as a cap on indirect costs?</li> <li>5) Are we allowed to provide incentives (e.g., gift cards) to program participants for data collection? If so, are there limits on the amount or type of incentive allowed?</li> <li>6) Is virtual data collection (online survey and focus groups) acceptable?</li> <li>7) Do organizations need to be located in California to be eligible?</li> </ol>	<ol style="list-style-type: none"> <li>1) No.</li> <li>2) No.</li> <li>3) DEC serves large numbers of families whose home language is not English, with Cantonese, Filipino, and Spanish being the most common non-English languages.</li> <li>4) Please see the updated Calculation of Charges on our website.</li> <li>5) Yes, Participants stipends, if included, need to be listed as an operating expense. We do not have established guidance, but compensation should be commensurate with the expected role, expertise, and burden/duration of participation.</li> <li>6) Yes, if it can achieve sufficient representation of target populations, and it effectively answers the research questions of interest.</li> <li>7) No.</li> </ol>
RFP	The RFP states a possible 5 year term, is that for each service area?	No, please refer to the Contract Term section of the RFP.
RFP	Are any of the service areas in the RFP currently being completed by a contractor? That is, are there incumbents for any of these contracts?	This is new initiative for the Department of Early Childhood and there are no current incumbent vendor providing these services.
RFP	If a contractor is hired for more than one opportunity would they be under one main contract or managed separately?	One Contract.
RFP	Is there an incumbent vendor currently providing these services? If so, could you share their name?	This is a new initiative for the Department of Early Childhood and there are no current incumbent vendors providing these services.

RFP	Is this a new initiative, or does it continue from a previous contract?	This is a new initiative for the Department of Early Childhood and does not continue from a previous contract.
RFP	For the minimum qualification "Proposers have at least three (3) years of experience providing community centered program evaluation and/or data and technological support to early childhood organizations or similar agencies working with target populations as described in the RFP.", does the experience with target populations need to be with target populations in San Francisco?	No.
RFP	Is DEC seeking in the application description of an approach for a five-year period, or for one year?	Based on the respective Service Areas listed in the RFP, applicants must submit proposals that covers the entire contract term.
Budget	Can you provide a detailed budget or funding range for this project?	DEC's total estimated annual funding range will be \$2 million dollars across the RFP's four Service Areas, please refer to Table A for more information. The total estimated annual funding may increase or decrease depending on funding availability.
Budget	Are there any restrictions or guidelines for cost allocations and billing?	Please refer to the updated Calculation of Charges on our website to review any restrictions or guidelines for cost allocations and billing.
Budget	Has the SF Department of Early Childhood planned for and/or allocated a separate budget range/limit/amount for the procurement of software development solution(s), and if so what is it? Or does the SF Department of Early Childhood expect the entity who performs Service Area IV to provide cost estimates of potential software development solutions as part of its scope?	DEC has not set a budget for software development solutions. The selected Service Area IV vendor will help DEC set an appropriate budget for data system solutions so that our future data system RFP(s) are resourced to meet our needs.
Budget	The budget template attached to the solicitation is built for contracts providing direct service to clients, and it's not entirely clear how a data and evaluation contract would fit into this template. If	<ol style="list-style-type: none"> <li>1) Please refer to the updated Calculation of Charges on the DEC website.</li> <li>2) Please go ahead and propose a hourly rate if that is how you normally respond to RFPs.</li> </ol>

	<p>you would like us to use this template, can you please clarify:</p> <ol style="list-style-type: none"> <li>1) Would you like us to characterize our staff providing services as "direct service," "data and evaluation," "professional services," or something else?</li> <li>2) We normally bill our staff at a simple hourly rate and do not charge separately for fringe. Do you need us to charge a separate rate for staff benefits, or can we simply propose an hourly rate?</li> <li>3) We do not normally charge clients for our overhead and administrative support; these costs are built into our hourly rates. Is that acceptable?</li> <li>4) Anticipated non-staff costs in these contracts would include travel and software licensing costs. Are these to be included in "program expenses"?</li> <li>5) How will budget proposals be scored?</li> <li>6) Can you clarify how the LBE bonus will work on this solicitation? What percent of the contract value needs to go to an LBE to secure the bonus?</li> <li>7) Do references, staff bios, and resumes count in the page limit?</li> <li>8) Our staff team will be a mixture of our permanent W2 staff and individuals who are 1099 independent contractors. From DEC's perspective, there will be no difference in billing or services between the two. For simplicity, can we list these contractors as normal staff in our budget? If they all need to</li> </ol>	<ol style="list-style-type: none"> <li>3) Please refer to the updated Calculation of Charges on the DEC website.</li> <li>4) Please refer to the updated Calculation of Charges on the DEC website</li> <li>5) The budget proposal will be scored based on the firm's response to the services that they are proposing to provide from the RFP.</li> <li>6) Please refer to the posted Bidders' Conference slides.</li> <li>7) References, Staff bios, and resumes are not included into the page limit. Please submit job descriptions/resumes of key staff and your letter of references with Item #4 Contracts (Both Public and Private). Refer to Appendix 4 - RFP Forms Overview for more proposal submission information.</li> <li>8) Please list your 1099 independent contractors as subcontractors.</li> </ol>
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	be listed on separate tabs in your budget template, it will get unwieldy quickly.	
Budget	In the budget template (calculation of charges), there is no line for indirect costs? Do we realize indirect costs as operating expenses? Does DEC have a cap or limit on indirect costs/indirect rate?	DEC eliminated the indirect/admin section from the budget template. Proposers are allowed to put any admin into the operating expenses section. Anything in support of the projects from this RFP, DEC would consider an operating cost.
Budget	<p>We are working on a budget for the Calculation of Charges doc for DEC RFP#24-05.</p> <p>According to the FAQ doc, the indirect cost rate should be reflected in the excel sheet and give instructions on "budget restrictions such as a cap on indirect costs."</p> <p>However, we do not see any indirect rate listed.</p>	<p>In general, many professional services contractors build indirect costs into their proposals through other expense line items, and they are not specifically called out in the budget. However, if your organization's policy is to separate out indirect costs, then we offer the following guidance:</p> <ul style="list-style-type: none"> <li>• The indirect cost rate charged cannot exceed the actual indirect costs or 15% of the direct costs of the contract, whichever is lower.</li> <li>• The following are excluded from direct costs: <ul style="list-style-type: none"> <li>○ Some capital expenditures</li> <li>○ Pass-through funding (payments where contractor is acting as a fiscal intermediary)</li> <li>○ Any subcontract costs beyond the first \$25,000 of each subcontract. Additional subcontract expenses beyond \$25,000 must be excluded from the indirect rate calculation.</li> </ul> </li> </ul>
Budget	Can the budget be submitted with fully loaded rates (direct service staff + benefits + admin) with ODCs & sub-contractors as a separate line?	Please refer to the updated Calculation of Charges form that was uploaded on 7/1/24 that replaced the old budget form.
Scope of Work	Can the work be performed remotely?	Yes, the activities proposed should be done in a manner to maximize the ability to deliver on the requested services.
Scope of Work	To what extent are instruments already developed for Service Area II. 2, 4, 5, 6?	There are some instruments in place, but selected proposer would support determination of instrument fit/instrument expansion.
Scope of Work	Can SF DEC share existing instruments for the six initiatives?	No. This is a part of the discovery process that will take place with selected proposers.

Scope of Work	For the workforce/compensation study, will the service provider access state level ECE workforce data, or is the data available locally?	The selected proposer will be able to access limited local data and engage in additional data collection as needed.
Scope of Work	Will the entity who wins and performs the work for Service Area IV be prohibited from serving as the software developer or solution due to conflict of interest (i.e. the entity who identifies data systems needs and advises on data system procurement cannot refer itself for the software development solution)?	Yes, that is correct. The entity awarded the contract for Service Area IV is prohibited from serving as the software developer or solution in a future RFP.
Scope of Work	Should proposals submitted for Service Areas II through IV be designed to account for the full multi-year anticipated term of the engagement (as listed on page 6 of the RFP) or, given that contracts awarded under this Solicitation shall have tentative terms, should proposals be designed to plan for just one, the first year? For example, the RFP lists the anticipated term for Data Systems Development and Systems Project Management to span Jan 2025	Proposers should design their proposal to account for the full multi-year anticipated contract term.

	- Dec 2028. Are you seeking proposals that map out proposed evaluation activities for each of those years?	
Scope of Work	<p>Service Area 1:</p> <ol style="list-style-type: none"> <li>1. How many existing systems, applications and data sources are in the scope for this phase?</li> <li>2. What are the major technologies across these systems?</li> <li>3. Is there a current data governance council and/or processes in place?</li> </ol> <p>Service Area 2:</p> <ol style="list-style-type: none"> <li>4. If we are responding to more than one entity in Service Area II, do all proposed entities need to be within the 18-page limit or may we submit a separate 18-page proposal for each entity?</li> </ol> <p>Service Area 3:</p> <ol style="list-style-type: none"> <li>5. Does this phase include the specification and procurement of technology (software/hardware)?</li> <li>6. It appears that you are looking for a single software developer. Is it limited to one or can be more developers?</li> <li>7. Are you open to new technologies or would we be looking to use only the current technology stack?</li> </ol>	<ol style="list-style-type: none"> <li>1) There are probably about a dozen systems of significant size that we rely on, but data systems are proliferating each year. In general, they are all web-based, and they run the gamut from proprietary, custom-designed databases to off-the-shelf data systems in use across multiple municipalities and states to databases built using industry standard tools from Microsoft and Salesforce. To help gauge breadth, we encourage the proposer to look at the details of the initiatives including their logic models.</li> <li>2) Please refer to MQ 1 in the RFP. Potential Contractor do not have to be a registered City supplier to submit a proposal.</li> <li>3) No</li> <li>4) Please submit a separate proposal, up to 18 pages each, for each initiative. Refer to Appendix 4 for more information.</li> <li>5) The contractor will advise specification and procurement, but DEC will manage the actual procurement during the project period.</li> <li>6) This RFP does not include software development itself as a requested service, but support for DEC in the form of needs assessment, advice, and project management of software developers.</li> <li>7) DEC is open to all options.</li> </ol>
Scope of Work	There are likely multiple dependencies between these engagements. Will DEC facilitate cross-team communication and data sharing to minimize duplication of effort?	Yes

Scope of Work	Does [service area IV] encompass work with your entire tech stack or just program or service delivery software needs?	Service Area IV is aimed at both internal and external software needs related to data and evaluation, and program oversight/administration.
Scope of Work	On the list of activities [for Service Area IV], you distinguish between Software systems training documentation and Training documentation and transition plan. What's the distinction? What activities would fall within each of these, and how are they similar or different?	We need training and documentation for internal users who will likely engage in some administration/management of software systems, as well as external partners and grantees who will likely be users of the system. The selected Proposer would help facilitate the development of the training and documentation with the software developer as needed.
Scope of Work	What is the expectation for coordination across multiple service areas?	The contracted partners for each service area will be expected to convene as needed and work in conjunction with one another when elements of work connect. DEC will facilitate coordination as needed.
Scope of Work	For the Landscape Analysis - is there an existing process to survey SFUSD kindergarten parents, or is the contractor responsible for this?	No, it is the selected proposer's responsibility.
Scope of work	<ol style="list-style-type: none"> <li>1. The proposal notes there is a \$2M budget for all activities on an annual basis. Service areas have different timelines. Am I right in understanding then that the table offered on page 6 is the annual budget available for year one of the respective service area?</li> <li>2. Just to clarify, the scope of this work is for the City of San Francisco (pop 800,000ppl) and not the MSA (pop 3.3M)?</li> </ol>	<ol style="list-style-type: none"> <li>1) Yes</li> <li>2) Yes – San Francisco is its own city and county.</li> </ol>
Scope of Work	Does San Francisco have any data dictionaries available to build from?	There are no city and county-wide data dictionaries. The department has limited internal data dictionaries.

Scope of Work	Section II-A, p10 re: Service Area I, final bullet says: Developing a detailed framework that connects and maps data from all six DEC initiatives... With the word connects, to what extent does DEC mean actually connecting databases to each other, versus showing how data from the six initiatives are related?	“Connect” in this instance is used to refer to the operational connection across programs, such as different data systems adhering to uniform standards and data definitions, rather than actively connected databases.
Scope of Work	Service Area III, please describe kindergarten parent surveys; are these already being implemented?	There is no current kindergarten parent surveys DEC is using.
Scope of Work	Service Area III, Re: deliverable (p. 14) of "Annual report of.. Kinder readiness" - We assume this means comparing KOF data with Kindergarten enrollment data. Does FIRST 5 receive "Kinder entry patterns" from public school districts which we would use to compare to KOF data?	DEC does not currently get Kinder entry patterns.
Scope of Work	For the QRIS evaluation - can DEC clarify what services are desired? Is it developing local standards? Conducting an evaluation of the QRIS system? Both? Something else?	For this and any other area under Service Area II, we anticipate a need for formative, process, and outcome evaluation. See Appendix 2B for Research Questions.
Scope of Work	Attachment C, 1f: What policy and advocacy activities is DEC referring to?	Please see updated language on Attachment C, 1(f).
Scope of Work	Attachment C, 1, 1a, 1d: Multiple questions ask about the program approach. Is this referring to our evaluation approach? Otherwise, please define "program approach”	This refers to the proposer’s approach. In the context of Service Areas that require evaluation, it would refer to evaluation approach. Not all Service Areas in the RFP require evaluation, which is why it is worded as “program approach.”
Scope of Work	<ol style="list-style-type: none"> <li>Page 10, Point A of 'Scope of Work' mentions multiple service areas. Can firms do a part submission for Service Area 1?</li> <li>Page 11, 'Service Area 1' mentions '...standardize multiple data sources into a</li> </ol>	<ol style="list-style-type: none"> <li>No, the selected Proposer must address all scope of work under Service Area I.</li> <li>This is a question that would be addressed in discovery with the awardee. There are probably about a dozen systems of significant size that we rely on, but data systems are proliferating each year.</li> </ol>

	<p>cohesive framework.' Kindly provide the following details:</p> <ol style="list-style-type: none"> <li>a. total number of data sources</li> <li>b. size of data contained in each data source</li> <li>c. total number of tables in the data sources that need to be modelled</li> <li>d. approximate number of reports to be generated</li> <li>e. volume, frequency, and types of data coming from the data source</li> </ol> <p>3. Page 19, Minimum Qualification 1(MQ1) states that "ability to become a certified vendor with the City and County of San Francisco within ten (10) days of notice of award." In case the whole process takes more than 10 days, will contract awardees be allowed the grace period?</p> <p>4. Is there an incumbent for this project?</p> <p>Do you want the resources to be stationed on-site for performing specific tasks related to this project? Can we provide project related services remotely from a location outside of the USA, say India?</p>	<p>In general, they are all web-based, and they run the gamut from proprietary, custom-designed databases to off-the-shelf data systems in use across multiple municipalities and states to databases built using industry standard tools from Microsoft and Salesforce. To help gauge breadth, we encourage the proposer to look at the details of the initiatives including their logic models.</p> <ol style="list-style-type: none"> <li>3) Proposers must become certified city vendor within ten (10) days of notice of award. However, if the registration process is delayed and exceeds ten days, the Proposer must submit concrete evidence that shows their city vendor registration is currently in process.</li> <li>4) This is a new initiative for the Department of Early Childhood and there are no current incumbent vendor providing these services.</li> </ol> <p>Remote services are allowed. The activities proposed should be done in a manner to best deliver on the requested services.</p>
Submission Requirements	<p>Below are the details of the event but we are having difficulties on finding instructions on how to bid. Any information would be greatly appreciated. Thank you.</p>	<p>Please visit the <a href="http://sfdec.org">Data &amp; Evaluation Services - San Francisco Department of Early Childhood (sfdec.org)</a> to access the RFP and its attachments.</p>

Submission Requirements	If a proposer intends to submit a proposal for service areas I (Data Mapping and Data Governance) and IV (Data Systems Development and Systems Project Management) is it a correct reading of page 23 in the RFP that these should be separate submissions each with 3 PDF files on one excel file?	Yes, that is correct. Please refer to Appendix 4 – RFP Forms Overview for more information.
Submission Requirements	<p>Letters of reference:</p> <ol style="list-style-type: none"> <li>1) For the reference letters - what content should the letter include? Can the same letters be submitted with multiple proposals? (e.g. for different service areas)</li> <li>2) Do letters of reference need to come from different agencies for each RFP response from a given proposer, or, if applicable/appropriate, can they come from the same two agencies?</li> </ol>	<ol style="list-style-type: none"> <li>1) Letter content is at the firm’s discretion and Yes.</li> <li>2) Letters of references can come from the same two agencies. If your firm is submitting multiple proposals, please submit separate copies of the letters for each proposal.</li> </ol>
Submission Requirements	Please clarify with regard to the restriction against references from "clients of services." All of our references are from our evaluation and assessment clients; are these disallowed?	“Clients of services” refers to end consumers of services, rather than a contracted organization or department which is allowed. References from “clients of services” are not allowed.
Submission Requirements	Does the potential Contractor need to be registered with the City as a supplier in order to submit a proposal? Or can the registration be completed after selection for award?	Please refer to MQ 1 in the RFP. Potential Contractor do not have to be a registered City supplier to submit a proposal.
Submission Requirements	<p>In Attachment B, the tables on the last page ask for the elements below. I'd just like to make sure I'm clear on what you're asking for...</p> <p>Would you please confirm that "Project Lead Name" is asking for the person on the consulting team who led the work? And would you also please confirm that the "Project Contact" refers to the</p>	Yes, the Project Lead is the name of the person on your team who led the work, and the Project Contact refers to the client.

	client and you're asking for the client contact information?	
Submission Requirements	Is registration with the City as a supplier required to submit a proposal?	No, however, contract awardees must become a certified City Supplier.
Submission Requirements	Should the LOI be attached with the application?	No.
Submission Requirements	Hi, if organizations are planning to apply to more than one service area, do they need to submit more than one letter of intent?	Yes, please submit separate letter of intent for each service area.
Submission Requirements	Our organization has a First Source account set up, will we still need to complete this form and submit with the proposal?	Yes, please submit a complete First Source Hiring Agreement with your proposal.
Submission Requirements	What is required to be submitted as part of RSD #3 (insurance in accordance to Article 5 of Attachment A, City's Contract Terms), especially since not all insurance requirements included in the City's Contract Terms will be applicable to all scopes of work? This appears to align with section 11.12 of the Terms ("Cooperative Drafting") and Section B. Insurance Requirements of the RFP (which states, "The department will work with each awarded Qualified Proposer and the City's Risk Manager to determine the appropriate levels of insurance.")	A Certificate of Insurance that satisfies the Insurance requirement under Article 5.1.1 of Attachment A – City's Contract Terms. DEC will work with awarded Proposers to assess and determine the appropriate levels of insurance needed for the work.
Submission Requirement	1. On page 59, the RFP states "Document footers should include sequential page numbers, proposer name and category of the application (e.g., service area)." Our	1) Please make the page numbers sequential within each PDF and not sequentially across all three (3) PDFS.



	<p>understanding is that the proposal will include three (3) separate PDFs. Please clarify if page numbers need to be sequential within each PDF or continue sequentially across all three (3) PDFs.</p> <p>2. On page 60, the RFP states “Attachment C: Written Proposal. Maximum of 18 pages. Complete and include with Attachments B Application and Minimum Qualifications.” Is the 18-page maximum referring to Attachment C only? Or, does the 18-page maximum refer to Attachment B and Attachment C combined? Does the 18-page maximum include the two letters of reference?</p>	<p>2) The 18-page maximum page requirement is for Attachment C only and does not apply to Attachment B. Job descriptions, resumes of key staff, and the two letter of references do not count into the 18-page limit.</p>
Misc	Is there a residency requirement to be a contractor/vendor?	Please refer to RFP Section X.A How to Register as a City Supplier.
Misc	Does DEC currently have any data sharing agreements in place with the school district or with other city departments?	Not at this time.
Misc	Can you clarify how you will score proposals based on their budget? Will you use a specific formula? If so, can you please define that formula?	The budget proposal will be scored based on the firm’s response to the services that they are proposing to provide from the RFP.
Misc	Will proposals be reviewed completely separately? We are wondering whether we can refer back to language in one proposal when writing another, if we were to submit proposals for multiple service areas.	Yes, proposals will be reviewed separately. Do not refer to other proposals that your firm may submit.
Misc	Will you publish an attendee’s list for the bidder’s conference?	DEC will upload the attendees list and the bidders conference ppt onto our website after the Bidders’ Conference.
Misc	How does DEC currently define and measure childrens socio-emotional, cognitive, and school readiness outcomes (e.g., ASQ:SE2)?	This is an area that will warrant further exploration from the selected proposer.

Misc	In order to foster participation from all types of solicitors and to avoid placing outsized risk on small businesses or nonprofit organizations, would the city be willing to include language which caps the aggregate liability of the awardee?	DEC cannot currently address this question.
Misc	How big is the DEC Data and Evaluation team? Please characterize the difference between the role of internal eval team and proposers.	The selected proposers will be expected to conduct the work outlined in the respective service area.
Misc	How does DEC currently collect demographic information of ECE providers and FRC staff? Do all ECE providers and FRC collect childrens and/or parents demographic data?	We currently collect some demographic information, but data differs across department activities.
Misc	How does DEC currently measure Mental Health Consultants touchpoints with other DEC programs/initiatives per engagement?	This is under development.
Misc	Are there other City departments or external organizations currently integrated into DEC's data systems that we should consider in our data mapping and integration proposal?	Not at this time.
Misc	In addition to Developmental Playgroups, what other non-formalized supports does DEC facilitate for children exhibiting mild to moderate delay who are not eligible for formalized early intervention? How does DEC currently define and measure non-formalized supports?	This will be part of the discovery process with the selected proposer.