DEC RFQ#24-04: Training, Technical Assistance, and Rating Assessment Services
Questions & Answers

Area	Questions	Answers
RFQ	As the proposers apply to qualify for the SF "Training, Technical Assistance, and Rating Assessment Service," do we need to choose only one focus area for a written proposal, or can we write a proposal for all three areas to have flexibility with the service content? Thank you.	Proposers do not need to focus on one Core Area and are allowed to submit proposals for all three Core Areas.
RFQ	Is this opportunity to potentially fund coaches who are employed by an agency and paid in part by DEC? If so, does the agency apply on behalf of the coach?	Yes, this is the opportunity to fund coaches employed by an agency. The agency applies for the RFQ and uses the experience of the coaching staff.
RFQ	As current DEC grantees funded to do Teaching and Technical Assistance, we were curious to see if there would be carry over or focus on CPR/First Aid training/certification. We did not notice this as a focus area within the RFQ.	Yes, this is a possibility under this RFQ
RFQ	Our organization is planning to submit two responses to RFQ #DEC24-04 (one for training and technical assistance services; one for rating assessment services). We are wondering whether our following projects should also respond independently: • PITC Curriculum • Teaching Pyramid	Please submit one application for all the services your organization would be eligible to do under this RFQ
RFQ	Do words on visuals or charts count towards the maximum word limit for each question on the written proposal?	No
RFQ	Does Core Area # 3--Program and Environment encompass: • Leadership Coaching for administrators • Training for Family Workers employed by Family Resource Centers and other Family Support Personnel • Training and Technical Assistance for ECE programs regarding Family Engagement If not, what core area would these services fit under?	All three activities fall under Core Area # 3 Program and Environment.

RFQ	Reviewing the questions and requirements for DEC RFQ 24-04, I did not see any requests for project budget within the application questions. Is there no draft project budget required for this RFQ?	Proposers are not required to submit a project budget for this RFQ. Scopes of work and the budget will be negotiated once contracts are awarded from this RFQ.
RFQ	I have a question about the RFQ. Is this opportunity to potentially fund coaches who are employed by an agency and paid in part by DEC? If so, does the agency apply on behalf of the coach?	Yes, this is the RFQ proposers can apply for to receive funding for internal coaches. Please use the experience of the coaches when applying to the RFQ.
RFQ	Our question is "Is the service limited to benefiting ELFA providers only, or is it available to any early care and education providers in the City?"	The services for this RFQ are only for ELFA providers.
RFQ	Attachment B, Question 3 asks us to describe our ability to deliver assessment services in the Core Areas of the RFQ. In the case of WestEd, we previously submitted separate RFQ responses/applications--one for our T&TA work and another for our assessment work, which is how we were proceeding for this new RFQ. If this is the correct approach, should our T&TA application leave Question 3 blank? If so, will we lose the 15 points? Or would you prefer that we submit a combined T&TA/assessment application? One concern we might have	Please submit one application for all the services your organization would be eligible to deliver under this RFQ. Please refer to the updated Attachment B – Written Proposal.

	in this case is the likelihood that we would exceed word limits.	
RFQ	1. Is there a template for the Letter of Intent beyond the instructions that are stated in section VII. A? 2. If awarded and prequalified, would it be an open bidding process on which Family Child Care homes to work with? We would like to be able to continue to work with FCCs in our network. 3. Is this RFQ is the only way for CBOs to receive funding from the city to support FCC providers? Is this RFQ a replacement or an addition to other funding opportunities for FCCs?	1. The LOI structure is up to the Proposer's discretion. Please identify the core areas your organization is interested in. 2. No. DEC would do our best to keep coaching relationships intact from year to year as we understand that relationships are at the core of this work. 3. Yes, this is the only mechanism for CBOS to provide T&TA and rating and assessment services.
RFQ	I read through the RFQ, and I just wanted to clarify. This is for TA assistance that ELFA coaches, etc. provide, correct? I didn't see anything specific to inclusion work, but wanted to check in with you to confirm.	If you're planning to continue your T&TA work, your organization should consider applying.
RFQ	1. **Minimum Qualifications Documentation**: I'd like further details on how to organize and label each Minimum Qualification (MQ1, MQ2, etc.) in the proposal, and whether there is a preferred format or template for this documentation, and what specific documentation should I present? 2. **Vendor Certification (MQ#3):** Could you please provide guidance on the process of becoming a certified vendor with the City and County of San Francisco? Are there specific contacts or resources for sole proprietors to complete this certification? I'm in the process of	1. Please refer to the online application and provide all required documentation. 2. Please refer to RFQ Section X.A: How to Register as a City Supplier for more details. 3. The LOI structure is up to the Proposer's discretion. Please identify the core areas your organization is interested in. 4. Proposers have the choice to either submit the written proposal attachment as a pdf or enter responses directly onto the online

	registering as sole proprietorship with the city and just want to make sure I'm taking the correct steps. 3. **Letter of Intent Structure**: Is there a specific structure you would like for the Letter of Intent, or is it open-ended and up to each proposer's discretion? 4. **Attachment B: Written Proposal Submission**: Should this attachment be submitted directly through the online SurveyMonkey application, or would you prefer it as a separate document attachment? I want to ensure I follow the correct submission format for this proposal element. 5. **Organization Name in SurveyMonkey Application**: As a sole proprietor, should I enter my own name in the "Organization Name" field, or is there another recommendation for completing this section?	application. 5. Yes.
RFQ	1. When completing the online application, will SurveyMonkey allow proposers to save their work or does the application need to be completed all at one time? 2. Will proposers need to submit / upload documentation which exemplifies their expertise in the core areas (i.e., work samples, trainings, agendas, etc)?	1. SurveyMonkey will not save your progress and the application must be completed and submitted all at once. DEC uploaded the SurveyMonkey application in PDF format to help proposers prepare their answers for the online application. 2. No
RFQ	1. Will the answers to these questions be posted on DEC's website before the required letter of intent is due on 11/8, as answers may impact our decisions on which areas to apply? *(bottom of page 8 of the RFQ says that answers will be posted, but does not say a date)* 2. Will DEC be offering a bidder's conference to address these questions/clarify answers? 3. Can you provide an online word doc or PDF copy of the SurveyMonkey form so that we can most fluidly prepare our answers to enter into the form on an internal document first? 4. Are there any additional questions on the SurveyMonkey form that DEC has not listed on the website? 5. We do not see a word or character limit on the "Description of Scope of Work" for the references in SurveyMonkey – Is there a word or character limit for this section that is not showing up? 6. Can you please define a "local business enterprise entity"? We have been unable to find this definition or any	1. DEC is compiling and answering all submitted questions. The Q&A document will be posted onto the DEC website shortly, thank you for your patience. Please monitor the DEC website regularly for any updates. 2. No, DEC will not be offering a bidders' conference 3. Yes, DEC uploaded the PDF copy of the Survey Monkey application on our DEC website. 4. No 5. There is no word or character limit on SurveyMonkey, it is the Proposer's responsibility to ensure responses are within the given word count. DEC staff will check the word count for every submitted proposals. Proposals that exceed the word count may be deemed non-responsive at DEC's sole discretion. 6. Please refer to the **14B Local Business Enterprise (LBE)**

link online. *(First page of SurveyMonkey form asks "Are you a local business enterprise?")*	**Program | San Francisco** website for more information.
7. If we apply for two or more core areas, are they judged separately or independently? With that, if we score lower on one core area, would it affect qualifying in another?	7. Independently. No, a lower score on one core area won't affect the other.
8. There are 4 questions per service area and question #3 is specific to assessment services. If we do not offer assessment services this seems as though we would start at a total of 85 possible points rather than 100 possible points. Can you speak to how the scoring will operate in this case to ensure equity for agencies who do not provide assessment services but provide other robust training and technical assistance as outlined in the RFQ? *(Attachment B - Written Proposal details questions and point allocation)*	8. Please submit one application for all the services your organization would be eligible to deliver under this RFQ. Please refer to the updated Attachment B – Written Proposal on our website.
9. Connected to the question above, is DEC only looking for agencies that provide both Training and Technical Assistance AND Rating and Assessment Services? If an applicant only provides Training and Technical Assistance OR Rating and Assessment services will they be considered?	9. DEC will consider qualified entities, organizations, and consultants that can provide training and technical assistance and Rating and Assessment services and those who can only provide one or the other.
10. Can you address your reasoning behind combining Training and Technical Assistance with Rating and Assessment Services in this RFQ even though these are very different types of services from each other?	10. DEC has included Rating and Assessment services as part of this RFQ because while these services are different from Training and Technical assistance, Rating and Assessments are an integral part of the quality improvement work under the Quality Counts California Quality Continuum Framework and local San Francisco Standards mentioned in the RFQ.
11. What is meant by phrases such as "address your ability" or "discuss how you are able" in the written response questions? Does this refer to detailing the agency's experience? Does this refer to certifying that the agency has the internal capacity to provide these offerings? Or does it refer to something else? *(Attachment B - Written Proposal: Capability and Service Delivery questions)*	11. The Agency's experience to perform the work detailed in the RFQ.