



Department of Benefits
and Family Support

Department of Disability
and Aging Services

**Summary of Questions and Answers
RFP 2023-02C– RAD**

**Pre-Proposal Conference on February 2, 2024 @ 10:00am
Written Questions on or before February 7, 2024 by 5:00pm
Proposals Due on or before March 15, 2024 by 5:00pm**

Questions and Answers:

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London Breed
Mayor

Trent Rhorer
Executive Director

1. **Question:** Is the letter specifically for us Related and not TCDC?
Answer: Letter needs to reference the ownership.
2. **Question:** If you already have a relationship with the company, you must still provide a letter correct?
Answer: Yes, everyone must submit a letter.
3. **Question:** For each group, can we submit one proposal for two different developments or do we submit two separate proposals for each development?
Answer: You can submit one proposal per Group, regardless of the number of buildings/developments within that group. Please reference the group table on pages 2-4 of the RFP.
4. **Question:** How different does the proposal have to be, we applying for two different groups?
Answer: Describe the site and types of services, subtly different.
5. **Question:** Where can we find the link to the Conference recording?
Answer: The recording is for in-house use only to capture the questions and is not distributed.
6. **Question:** On page 6 of RFP listing the Total FTE for each group, is this the total FTE required for the Project(s) that would be funded by all sources (any operating budget and the funds from this RFP.)? For example, Group 3 has 3.9 FTE for 432 units with this RFP supporting \$442,260. We want to make sure that the \$442,260 is not expected to support 3.9 FTE staff and operating expenses alone.
Answer: Staffing costs are supported from the operating budget and in some instances this supplemental grant. As you describe the services program you should present the full program because neither funding source can operate independently. The budget then reflects this RFP and the leverage operating funds. Operating funds come from ownership through your agreement.



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7. **Question:** What does the Letter of Support need to say at the minimum? The RAD ownership entity is a L.P. with our organization as the general partner. Can the letter be signed by our organization rep on behalf of the L.P.?

Answer: If the services provider is also a part of the ownership entity and has authority to submit the letter on behalf of the LP, then the letter of support may be submitted by the service provider in support of their own organization. Letter of support should provide an acknowledgement of the established partnership and agreement to provide on-site services at the designated locations. A template letter of support has been included for your use if you so choose, and can be found in the RFP documents section of the website.

8. **Question:** I am assuming we do NOT need Letter of Support from the Housing Authority (who owns the land). Is this correct?

Answer: That is correct, a letter of support from the Housing Authority is not required.

9. **Question:** Contracts/Grants (both public and private) - up to 2 pages - Does this need to be in double spaces narrative form. Or can we do a chart without the double spacing? Do we just list contracts and grants that are related to the service area that we are proposing and do not need to list all our City contracts that are not related to the service area?

Answer: The contracts/grants both public and private document can be a table or chart. It should be a complete list including all contracts regardless of relevancy. You may use the template uploaded to the RFP documents section of the website.

10. **Question:** Regarding the statement - "Provide disclosure of any litigation including proposer, subcontracts, or any principal officers thereof in connection with any contract or grant" - Does this apply to all our organization's contracts and grants, or only on the above relevant contracts and grants?

Answer: Please provide a disclosure of all litigation.



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11. **Question:** Page 11 of the RFP asks for Site Chart - is there a Site Chart Form that we should use? What information is needed for the Site Chart?
Answer: You may use the Site Chart Template included in the RFP document section.

12. **Question:** Can the Page Number Form in Section X be used as the Table of Contents and put in the front? Or should we have a separate Table of Contents and Page Number Form be in the back?
Answer: You may use the RFP table of contents as a template. Table of Contents should appear at the front of the proposal.

13. **Question:** The specified work plan and deliverables are very prescriptive in the RFP (pp 8 and 9), such as 104 activities or events annually, at the same time the budget is limited to currently funded amounts. Given the costs of running activities and events are going up, can our deliverables be adjusted based on the budget at contract negotiation time if there is not sufficient budget? If not, what do you suggest we do? present a higher needed budget and \$ request? or reduce the work plan deliverables?
Answer: The budget submitted should not be adjusted, if deliverables need to be adjusted in order to make the budget work, you may do so at your discretion.

14. **Question:** Confirming that we are to submit one proposal per Group, regardless of the number of buildings/developments within that group.
Answer: This is correct.

15. **Question:** Can you provide the RFP in Word doc or the Forms - Cover Page and Page Number Form in word doc?
Answer: Yes, we will upload the RFP in word form in the RFP document section of the website.



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16. **Question:** If we are currently providing the resident services to the RAD properties, do we need to attach our MOUs/Resident Service Agreements to the proposal?

Answer: MOUs and Resident Service Agreements are not required but may be submitted as supplemental documents if you choose to reference and include them in your proposal.

17. **Question:** Do you prefer supplemental documents (resumes, job descriptions, budget justification) packaged in the same PDF with the narrative, or emailed as separate attachments when we submit?

Answer: This is up to your preference, you can submit as a separate document, or attach at the end of your proposal.

18. **Question:** We are a current grantee and subcontract to deliver services. For letters of support, should we submit a letter between the ownership entity (ourselves and a partner) and as the grantee recipient and the subgrantee or both?

Answer: Your letter of support should be from the ownership entity in support of the service provider which includes both the primary and sub grantees, named.

19. **Question:** Please provide us with the current providers for all - Groups 1-12

Answer:

- Group 1- Bernal Heights Neighborhood Center
- Group 2- San Francisco Housing Development Corporation
- Group 3- Chinatown Community Development Center
- Group 4- Tabernacle Community Development Corporation/ FRH Consulting
- Group 5- Mission Housing Development Corporation
- Group 6- San Francisco Housing Development Corporation
- Group 7-Tabernacle Community Development Corporation/ FRH Consulting
- Group 8- Bridge Housing / Sequoia Living
- Group 9- Chinatown Community Development Center
- Group 10- Home Rise SF
- Group 11- Tenderloin Neighborhood Development Corporation / Sequoia Living
- Group 12- Mercy Housing of California