

MOHCD FIVE-YEAR STRATEGIC PLANNING PROCESS RFQ

Questions and Answers

This document contains MOHCD responses to the questions submitted regarding MOHCD's Five-Year Strategic Planning Process Request for Qualifications from September 23 through October 3, 2022. Some minor corrections or edits may have been made to the questions for clarity.

Question	MOHCD Response
1 With MOHCD's emphasis on racial /other equity, why is there no LBE subcontracting goal? The SF Public Library's strategic planning project has a 15% LBE subcontracting goal.	We don't anticipate that there will be any subcontracts for this work. MOHCD is issuing this RFQ with rating bonuses for SBEs and will enter into direct contract(s) with consulting firm(s).
2 Whether companies from Outside USA can apply for this? (like, from India or Canada)	Companies with headquarters outside the U.S. are eligible to apply as long as they are able to meet all of the City contracting requirements.
3 Whether we need to come over there for meetings?	The selected contractor(s) may be required to facilitate in-person focus groups during the community engagement process.
4 Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	Most of the tasks can likely be performed remotely.
5 Can we submit the proposals via email?	Response to the RFQ must be submitted to CommDevRFP@sfgov.org. Please refer to the Section 3 of the RFQ document (Response Requirements) for more information.
6 Could you explain the 30 month term in the RFQ a little bit more?	The 30-month includes 5 phases below. The tentative timeline is: Planning/preparation, January – August 2023 Community engagement, August 2023 – January 2024 Research/Analysis/Strategy development, February 2024 – July 2024 CD RFP development, March 2024 – August 2024 Development of strategic plans, August 2024 – May 2025
7 Is there any sequencing you envisage between the 3 projects, e.g., the AI and HIV analysis first followed by the Community Engagement and Consolidated plan?	See above for the tentative timeline.
8 Are there any key interim or final deadlines to be aware of once the contract starts in January 2023?	See above for the tentative timeline. The timeline is workable. Firm dates include Community Engagement beginning August 2023 and the finalized RFP completed and informed by findings from the strategic planning process, by August 2024.
9 How do you anticipate MOHCD staff as well as the Mayor's Office more broadly to be engaged in this process? What about the Board of Supervisors?	MOHCD staff as well as staff from other City departments will lead and support all phases of the process. The Mayor's Office and Board of Supervisors may be consulted for outreach for the community engagement process.

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10	How connected do you see the AI analysis in SF to that of the most recent AI analysis for California more broadly (undertaken in 2020)?		The City's Housing Element, including its Assessment of Furthering Fair Housing section, is currently under review by the State. The fair housing sections of the Housing Element were written in coordination with MOHCD and its AI.
11	Does the expertise requirement of “U.S. Department of Housing and Urban Development’s Consolidated Planning process, Analysis of Impediments to Fair Housing Choice (AI), and HIV Housing Plan processes, housing issues and policy” apply to all 3 projects, especially the Community Engagement Process and Consolidated Plan?		Yes, experience with the HUD Consolidated Plan and Analysis of Impediments processes are desirable qualifications for all three projects.
12	How would you describe the key problem statement (or statements) facing the MOHCD from a strategy perspective?		Our primary goal for the strategic planning process is to have a roadmap that guides the City's affordable housing and community development activities, informs our program evaluation work, and is linked to MOHCD's racial equity plan.
13	What have been major positive drivers or pitfalls in prior strategy processes undertaken by the MOHCD?		For the last strategic planning process, a broad community engagement process with a large number of participants that provided input was an accomplishment. Major challenges included the ability to digest and analysis the large amount of data that was gathered, and coming up with a methodology to prioritize target populations and services to offer due to the diverse and competing needs.