

City and County of San Francisco Sourcing Event # ADM-DS 2021-02

Responses to questions for: RFP for Racial Equity Facilitation and Consultancy Support



What is the desired timeframe for the project?

- The timeframe is 1 year. However, this RFP has a Cooperative Agreement clause, which means that other City departments can copy the contract, as long as the budget and Scope of Work is the same.

Is the LBE weighted heavier or given more points than applicants who do not have LBEs if this credential is not a requirement for this RFP?

- Yes, LBEs are weighted heavier than applicants who do not have LBEs, according to the rules described in the RFP.

Can we still apply for an LBE if we do not reside in San Francisco but have major contracts within the City?

- One of the criteria to be an LBE is that San Francisco is the principal place of business. The definition of “principal place of business” is detailed in Section 14B.3 of the Ordinance:

<https://sfgov.org/cmd/sites/default/files/Administrative%20Code%20Chapter%2014B.pdf>

Is the City Administrator’s Office aware that there is a list of pre-qualified firms that provide these services? If yes, have you already reviewed these firms and deemed them unqualified for the Services described in your RFP?

- The City Administrator’s Office is aware of the pre-qualified firms that provide services listed in the RFP. The City Administrator’s Office will be reviewing submissions from all bidders, including those from LBEs, to determine whether they meet the minimum qualifications set forth in the RFP.

Is the budget limit listed in the RFP meant to cover the entire scope of services/activities listed in the RFP?

- If the budget seems too limited to cover the services and activities listed in the RFP, the proposer may suggest a reduced scope of work. However, the City prefers the budget to remain as listed.