

City and County of San Francisco

Sourcing Event ID ADM-DS 2021-01

Responses to Questions for Request for Proposals for Racial Equity Facilitation and Consultancy Support

This Solicitation is posted to the City's PeopleSoft Supplier Portal as a Bid Advertisement only.

All documents related to this Informal Solicitation can be found on the Digital Services website at digitalservices.sfgov.org/rfp

Proposals must be emailed to the email address specified in this document, per the submission requirements. Proposals are NOT to be submitted via the City's PeopleSoft Supplier Portal.



- 1. I submitted an RFP response for the same work, Racial Equity Facilitation and Consultancy Support, on January 30 of this year and received notice that another vendor was selected. Is there a possibility that my firm will be selected for this project even though we weren't previously selected? Do you recommend submitting the same proposal or are you looking for something specific that wasn't addressed by our prior RFP response?**

We highly urge vendors to review the RFP carefully and ensure that they meet the Minimum Qualifications and submit ALL paperwork required by the RFP. We have revised parts of the RFP to make the requirements more clear.

Sections IV. details what panelists will be looking for when they review and score proposals. Upon reviewing Section IV., use your best judgement to decide whether to re-submit the same proposal, or revise it.

- 2. Can you please clarify how the budget was reached for each phase? For example, \$50K appears a bit low for what is being requested in Phase 1, as the 40 hours of training may take up quite a bit of the budget.**

We have allocated \$50k for Digital Services, which is a team of 40 people, and the remainder of the budget is for the rest of the Office of the City

Administrator to use at its discretion. The Office of the City Administrator consists of approximately 25 different departments, offices, and programs.

The RFP describes “up to 40 hours of training,” the vendor may propose fewer hours of training while still being responsive to the proposal requirements.

3. In Phase 1, how many employees/stakeholders will be included in the assessments and how many will be in the training?

Approximately 40 employees will be included in the assessment and present at the trainings. It is up to the vendor to determine the most appropriate structure of the trainings.