



**Grant Funding Opportunity and Request for Qualifications (RFQ) for  
Violence Prevention and Intervention Services for LGBTQI Survivors of Violence**

**Questions & Answers**

*1. Do you know if SFUSD school departments can apply for this?*

Under section 5.2 of the Request for Qualifications (RFQ), “Minimum Qualifications” (page 9), Respondents/applicants “must be an existing non-profit agency recognized as tax-exempt by the IRS under Section 501(c)(3) of the Internal Revenue Code.” Because San Francisco Unified School District and its departments are not a 501(c)(3) non-profit, they cannot apply for this funding opportunity.

*2a. In preparing for this RFQ, we noticed that Attachment V under the LGBTQI Survivors heading is actually written and prepared for the Leadership Development RFQ. Would it be appropriate for us to change the document to reflect the RFQ for which we want to apply or will your office submit a correction to this form?*

*2b. RFQ Page 10: 5.3.2. Question 3: asks about services to incarcerated and formerly incarcerated transgender persons. Is that a focus area of this RFQ?*

Our sincere thanks for discovering this typographical error. A review was conducted of the RFQ materials to find these typos. Corrected versions of the RFQ and Attachment V template were uploaded to the HRC website to replace the previous version. The typo was corrected in two cases when it did not materially affect substantive responses for the RFQ. In order to avoid confusion and for the sake of fairness, Question 3 of the “Respondent Capacity and Staff Profile” will no longer be considered in scoring the RFQ. In addition, the Review Panel for this RFQ will be notified of the original typos so that they do not influence their decision making.

Please download the updated versions of the RFQ and Attachment V now posted on the HRC website. In the alternative, you may alter the previous template to reflect the changes from the new versions of each document.

*3. The population characteristics table [from section 5.3.4 of the RFQ, "Populations to Be Served" (page 11)] does not include "Survivors of Violence." This population was included in the prior HRC RFP. Why was this characteristic not included?*

Thank you for pointing out this oversight. This population characteristic will not be considered in scoring section 5.3.4 of the RFQ, "Populations to Be Served" (page 11). However, specific questions about "survivors of violence" are asked throughout the RFQ's "Response Evaluation Criteria for Prequalification" (pages 9-13; see also Attachment V) and answers to these questions will be considered in scoring.

*4. The minimum qualifications state that the Prior Project Descriptions must "be successfully completed, which means project outcomes have been completed and accepted by client." Our agency currently works with the HRC ("client") on a comparable project. The original term of the project ended 06/30/2018; however, the project was extended through 06/30/2019. Would this project meet the standard of having "been completed" due to the original term date? Or would it not meet the standard of having "been completed" due to the extension?*

The former. Because the original project outcomes have already been completed and accepted by the HRC, the original project, consisting of the original project term, deliverables, outcomes, etc. meets the standard of having "been completed" for the purposes of Prior Project Descriptions.

*5. Does HRC plan to award one contract or multiple contracts for this program? If multiple, how many contracts does it plan to award?*

The HRC does not currently have a plan to award one or multiple contracts for this program. The number of contracts will be determined by the strength of applications and funding requested by each applicant from the qualified pool.

*6. Is this funding new or has it been awarded before? If it was previously awarded, which agencies received the funding?*

Funding for this issue area has been awarded from the HRC before. It has previously been awarded to the Lesbian Gay Bisexual Transgender Center (LGBT Center) and the Lavender Youth Recreation and Information Center (LYRIC).

*7. RFQ Page 10: 5.3.2. Question 5: references an organization chart to be attached as "a requirement for this application." Is the organization chart referenced anywhere else in the RFQ, or is any other information available about the chart? Is the intention for this to be included an additional page to Attachment V?*

As this question points out, section 5.3.2 of the RFQ, "Respondent Capacity and Staff Profile," Question 5 requires an "organization chart" as part of Respondents'/applicants' submission materials. This is also referenced in Attachment V, page 8, Question 5. The intention is for the Respondent's/applicant's organization chart to be included with Attachment V. Note that this does not require Respondents/applicants to cut and paste an org chart into Microsoft Word. In the alternative, the Attachment V template can be exported as a PDF, and a PDF of the org chart may be inserted in the appropriate place. Respondents/applicants may also split Attachment V in the submissions email (e.g. have two attachments to the email that correspond with Attachment V) so that the org chart may be included, but this is not encouraged.

*8. Scope of work table: can the table size and dimensions be modified to accommodate text-based answers? Is a separate table required for each program area (Trauma counseling, support groups and leadership development)?*

Please modify the Attachment V template to suit your needs. The "Scope of Work" table in Attachment V can be found on page 10. No particular cell of the Scope of Work table is required to be answered on its own. However, the Review Panel for this RFQ will take the framework identified in Question 1 of this section into consideration in scoring applications.

*9. Client relationships severed for reasons other than convenience: do client relationships refer to our individual clients (e.g. victims of violence) or to contracts with funders to provide services? Can you please provide further explanation as to the context and intent of this question?*

Section C of Attachment V, "Additional Information" (page 13), Question 2 refers to "client relationships severed for reasons other than convenience." This question was intended to refer to organizations with which the Respondent/applicant contracts, such as government agencies, foundations, estates, etc. The most common reasons of convenience include the contract reaching its natural termination (the date the contract ended, whether or not it was renewed) and mutual dissolution. If a relationship with one of these organizations was severed for different reasons, it may need to be listed. For example, if your organization contracts with the City of San Francisco through the Department of Children, Youth & Their Families and that relationship was severed for reasons other than convenience, you would list that as part of your answer to Question 2.

*10. Please describe how the Prior Project Description is reflected in the RFQ scoring, if at all?*

Section B of Attachment V, “Minimum Qualifications” (pages 2-15) includes templates for providing two “Prior Project Descriptions.” The answers provided will be used to determine whether a Respondent/applicant meets the threshold of minimum qualifications to be scored (see RFQ section 5.3, “Response Evaluation Criteria for Prequalification (100 Points)” (pages 9-13) or Attachment V, section C, “Organization Qualifications” (pages 6-13) for scoring information). Prior Project Descriptions are required so that the HRC may use previous Project contacts as references for the Respondent/applicant. HRC will not inform Respondent when references will be contacted. The Respondent should ensure that client contact information listed in the response is up-to-date and should notify references that the City may be contacting them. For more information, see RFQ section 5.3, “Response Evaluation Criteria for Prequalification (100 Points)” (page 9); Attachment I, sections 12-14 (page 2); and Attachment V, section B, “Prior Project Descriptions” (page 3).

*10. Is there a maximum length for the response to the RFQ Attachment V?*

There is no maximum length for responses to Attachment V. Please note, however, that a longer submission will not necessarily result in a judgment of meeting the minimum qualifications or in a higher score. Applications will be evaluated for their minimum qualifications according to the requirements in the RFQ as well as section B of Attachment V, “Minimum Qualifications” (pages 2-15); and scored according to the scoring requirements enumerated in RFQ section 5.3, “Response Evaluation Criteria for Prequalification (100 Points)” (pages 9-13) and Attachment V, section C, “Organization Qualifications” (pages 6-13).