



San Francisco District Attorney's Office

*Request for Proposals*

San Francisco Healing Justice Initiative  
San Francisco Resentencing Pilot Program

Written Questions & Answers

Event ID: SFGOV-000006661

**MONDAY, MARCH 21, 2022**

**RE: FINAL SUBMITTED QUESTIONS & ANSWERS**

This document contains all Questions and Answers submitted to the San Francisco District Attorney's Office (SFDA) as part of the Request for Proposals (RFP) process. The questions are being provided as they were submitted including any spelling errors or grammatical mistakes. The SFDA did not make any correction to the question text. If a question was not understood in its submitted form the SFDA contacted the question asker and requested that they resubmit the question.

**HOW TO USE THIS DOCUMENT:**

This document is organized into sections based on the topic of the question including: Accessing RFP Resources, Eligibility, Program Areas & Scope of Work, Evaluation & Selection Criteria, Application Process, and General.

Question Type	Submitted Question	SFDA Answer
Accessing RFP Resources	How can we access this recording after today?	The recording of this bidder's conference is available on the SFDA website: <a href="https://sfdistrictattorney.org/policy/restorative-justice/healing-justice-initiative/">https://sfdistrictattorney.org/policy/restorative-justice/healing-justice-initiative/</a>
Accessing RFP Resources	If someone asked a question today and did not quite understand the answer provided, what should they do?	Anyone with questions is encouraged to seek clarification in writing. All questions must be submitted in writing by Friday March 18, 2022 at 11:59pm. The appropriate email for questions is: <a href="mailto:amanda.c.thomas@sfgov.org">amanda.c.thomas@sfgov.org</a>
Accessing RFP Resources	What should someone do if they have questions after the deadline for written question on Friday March 18, 2022?	SFDA is able to respond to technical questions after March 18, 2022 but is unable to respond to substantive questions thereafter. The intention behind this is to ensure that everyone has access to the answers to questions posed.



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Application Process	Unless I am not seeing it, but the application package does not have a section for describing the proposal for the program, and instead only asks for a description of qualifications in the Experience section. How/where should we describe what the proposal should be? OR should it be in the Experience section?	SFDA expects responsive proposals to include that response in the <i>Experience</i> section. As a result, the <i>Experience</i> section is weighted heavily at 50 points.
Eligibility	Does an organization have to register as a vendor in SF?	To receive funds through this solicitation and reach a grant agreement with the SFDA an applicant entity would need to be qualified to do business with the City and County of San Francisco by the time that they would enter into such an agreement.
Eligibility	If you have to register as a vendor...do you have a link to that department?	Yes, a step-by-step guide to becoming an approved supplier can be found on <a href="#">the SFDA website</a> and is provided directly <a href="#">here</a> .
Eligibility	If you register as a vendor how long is the process to become registered, will it be completed by the deadline date?	SFDA cannot speak to the timeline for becoming a qualified vendor (now called a supplier). SFDA is not involved in this process. <a href="#">This link</a> provides registration instructions to applications who are not City Suppliers. We recommend any organization considering applying to the RFP visit <a href="https://sfcitypartner.sfgov.org/">https://sfcitypartner.sfgov.org/</a> immediately to begin the city supplier process.



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Eligibility	Can individuals apply to become a vendor for this open opportunity?	<p>In order to be eligible for funding through this RFP, an agency or sole proprietor must complete all compliance requirements in order to be a fully qualified vendor (now called a supplier) on or before the date of execution of the contract entered under this Request for Proposals.</p> <p>The City supplier registration and determination of full compliance is a separate process managed by the City and County of San Francisco. SFDA is not involved in this process. We recommend any organization considering applying to the Request for Proposals visit <a href="https://sfcitypartner.sfgov.org/">https://sfcitypartner.sfgov.org/</a> immediately to begin the city supplier process.</p>
Eligibility	How do I confirm if my agency is an approved city vendor?	<p>The city maintains a website for our partners to access their information, including vendor (supplier) status. That site is: <a href="https://sfcitypartner.sfgov.org/">https://sfcitypartner.sfgov.org/</a>.</p> <p>In addition, you can contact the supplier help desk at 415-944-2442 or <a href="mailto:sfcitypartnersupport@sfgov.org">sfcitypartnersupport@sfgov.org</a></p>
Evaluation & Selection Criteria	Will preference be given to organizations located in San Francisco versus the Bay Area?	<p>There are no Local Business Enterprise (LBE) preference points included in this solicitation.</p>



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Evaluation & Selection Criteria	For the RCC subsection A, there is a broad target population mentioned here in terms of age range and timing of the case (i.e. pre-charge v post-charge). Should organizations propose serving specific target populations, or just describe the total number of cases that they would be able to take in a one-year period?	SFDA cannot comment on a strategy that an organization would best know themselves with respect to how best to respond to the solicitation. Applicants are encouraged to read Request for Proposals carefully to make a determination about the approach that is a best fit their programs.
Evaluation & Selection Criteria	Sounds like partnership between organization is likely the best opportunity to be considered or the award. Is that correct?	There are no additional points awarded for partnership.
General	Wondering about the impact of the possible Recall on this award.	SFDA cannot comment on issues on the ballot once they've been placed on the ballot. However, funds that are supporting this solicitation are available beyond the 12-month period that has been identified and SFDA will be grant making on a 12-month period.
Program Areas & Scope of Work	Coaches and participants interactions, in person or virtual platforms?	SFDA would expect responsive applicants to consider current COVID restrictions, including changes that allow for in-person services.
Program Areas & Scope of Work	In terms of budget and staffing costs capped at 15% of Overhead...is that specifically staff who DO NOT provide direct services for the grant?	Grantees may only receive up to 15 percent for overhead and that overhead may include only costs for personnel, namely salary and benefit line items. Grantees may only include costs for personnel as outlined on page 17 of the Request for Proposals.



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Program Areas & Scope of Work	I don't understand the language on Page 17: "Please note that grantees may only receive up to 15% for overhead, and that overhead may include only costs for personnel (e.g., salary and benefit line items)." Do subcontractor fees/invoices count toward this 15% personnel max?	For the purposes of this Request for Proposals, applicant budgets are limited to 15 percent for overhead. Grantees may only include costs for personnel as outlined on page 17 of the Request for Proposals. Facilities and other costs may not be included in overhead. Subcontractor fees may not be included in overhead.
Program Areas & Scope of Work	Describe the RJ stipend program in more detail. What is the vision and intended outcomes of providing these stipends? Do you want the organization to propose the amounts of stipends and when people should receive stipends?	The total amount allocated for the stipend is \$100,000 with the target number of individuals served in that category being 80-100 responsible persons as well as harmed persons. SFDA is looking for an agency to propose how they would implement the objectives as stated in the solicitation. This section of solicitation asks that an organization develop and administer the stipend program.
Program Areas & Scope of Work	Are the program services have to be conducted at a physical location in SF?	The nature of the services described in this Request for proposal do vary greatly. The expectation would be that in-person services would be provided if public health guidance allows. There may be some instances where service delivery happens in a neighboring county depending on service needs or the type of service being provided.



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Program Areas & Scope of Work	Subsection B. Life Coaching. For clarity, expected number of people served of 80 to 100 would be split between all awardees. If so, how can we best prepare to know if 1 or 4 organizations will be awarded?	SFDA will make funding determinations based on the responses received. An organization may choose to work in partnership with others in submitting their application to reach a certain target population or total peoples served goal. If an organization does plan to enter into a partnership as part of their submission for the proposal, a memorandum of understanding is required. This is limited to 3 pages and the detailed requirements for Memorandum of Understanding are on page 17 of the Request for Proposals.
Program Areas & Scope of Work	Under Subsection B. Life Coaching. Is there a minimum amount of contact time per person served?	The Request for Proposals does not identify a minimum amount of contact time.
Program Areas & Scope of Work	Are the 80-100 participants in the life coaching program the same population that will be participating in the RCCs, i.e. the responsible parties?	SFDA expects that there will be significant overlap but does not expect that every RCC participant that is a responsible person will necessarily participate in life coaching.
Program Areas & Scope of Work	Under Subsection D. Resentencing Pilot: Reentry Support. Is there a dedicated referral source? For example, will the district attorney's office be working directly to refer participants?	Yes, SFDA will be the referring entity for services provided under reentry support for resentencing.
Program Areas & Scope of Work	How many restorative practitioners are you hoping to employ?	SFDA will not be directly employing any restorative justice practitioners. Each service area described in subsection A through D in the Request for Proposals identifies how many awards SFDA will likely engage in. That language refers to the contractual relationship between SFDA and another entity. Groups may choose to apply together with a lead entity as the agency that enters into a grant agreement with SFDA.



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Program Areas & Scope of Work	Under Subsection D. Resentencing Pilot: Reentry Support. Is the target population also TAY?	No. The resentencing pilot program target population is anyone who might be eligible under the changes in law that afford greater discretion to SFDA around resentencing. Therefore, the age range would be any adult who has been sentenced by the County of San Francisco, in all circumstances under this subsection, to state prison.
Program Areas & Scope of Work	If someone is a solo practitioner or has experience doing life coaching and they want to apply to this RFP, do they have to be a part of a 501c3 organization to apply or can they apply as an individual?	The eligibility criteria for applicants are outlined on page 5 of the Request for Proposals. All individuals and entities interested are encouraged to review this section to ensure that they are eligible. Submission instructions are found on page 15 of the Request for Proposals.
Program Areas & Scope of Work	How many Categories can we apply for and be awarded?	There is no limit on the number of Categories and applicant can submit applications to or be awarded grants under. Applicants are encouraged to consider their agency capacity and expertise and should apply to Categories for which they meet the eligibility requirements and can provide the required services.
Program Areas & Scope of Work	If our programming and services extend to multiple Program areas, can we submit more than one application?	Applicants can choose to apply to the categories that are the best fit for their agency. If applying to multiple categories the applicant must provide an individual narrative responsive to <i>Experience</i> and each response may not exceed 3 pages, as outlined on page 16 of the Request for Proposals.