

Sourcing Event ID: SFGOV-000009746
Request for Proposals for Neighborhood Courts and Alternative Dispute Resolution Services
Questions and Answers

1. *The FY24 amount for the Civil Alternative Dispute Resolution & Volunteer Training is \$206,383. In this RFP the amount is \$198,323, a difference of \$8,060. Is that accurate?*

Response: A grant pursuant to this solicitation shall have an approximate annual award of \$198,323 over a 12-month period.

2. *Do you want the final grant proposal emailed or printed and delivered?*

Response: Proposals in PDF format must be emailed and received by 5:00 PM on July 24, 2024.

3. *Proposal attachments in RSD 2: Where can we find these documents (HCAO, MCO, First Source Hiring Form, SFDA Supplemental)?*

Response: HCAO forms can be accessed at www.sfgov.org/olse/hcao or HCAO@sfgov.org or by phone, (415)554-7903. MCO forms can be accessed at www.sfgov.org/olse/mco or MCO@sfgov.org or by phone, (415)554-7903. First Source Hiring Forms can be accessed at www.sf.gov/comply-first-source-hiring-program or business.services@sfgov.org, or by phone, (415)701-4848. Disregard SFDA Supplemental as it has been omitted.

The forms can also be found in the RFP: Attachment 6: HCAO and MCO Declaration Forms; Attachment 7: First Source Hiring Form.

4. *In section 9, is the supporting documentation required with the proposal or after an award is made?*

Response: Proposers must provide each Required Supporting Documentation (“RSD”) identified prior to Award.

5. *For staffing- if a contractor that we know we are hiring is working on the grant, do you want their resume, or their job description attached?*

Response: If you have identified staff assigned to provide these services, provide a resume for each identified staff member demonstrating their relevant education, training, and experience.

6. *Proposed Budget. Can you tell us more specifically what you would like to see in the budget narrative?*

Response: The budget narrative shall describe the identified costs as well as their purpose and how they will assist with accomplishing program objectives. Each sub-category narrative description should support each line item of cost budgeted; for example, PERSONNEL, TRAVEL, EQUIPMENT, MATERIALS & SUPPLIES, CONTRACTUAL SERVICES, OTHER DIRECT COSTS, INDIRECT COSTS.