



RFP #HSH2018-121 – Fiscal Agent Services
RFP Questions and Answers
Issued January 31, 2019

- 1. Question** **What is the City and County of San Francisco’s HSH for the MFH projected process for utilizing the funds available? Will there be a prescribed process to determine how funds available will be disbursed and/or expended?**

Answer Per Administrative Code Section 10.100-106, Mayor’s Fund for the Homeless (MFH) funds are solely intended to provide food, shelter, supportive services, and other assistance to people at-risk of or experiencing homelessness. Funds which are donated for a specific project are expended only for that project. See Section 1.C on pages 1 and 2 of the RFP.

The Awarded Contractor will issue payments to organizations as agreed upon and authorized in writing by HSH in advance of payment. See Section 2.A on page 2 of the RFP.

HSH will create an internal process for determining when and how specific funds will be disbursed. This process will include the way in which the Awarded Contractor will be notified of authorized disbursement requests and the stipulations for each request.

- 2. Question** **Are there any restrictions or recommendations in the use of a donor platform to manage funds/donations?**

Answer No, there are no restrictions or recommendations in the use of a donor platform as donations will be received and managed by HSH. HSH shall release funds, plus any administrative fee, to the Contractor for disbursement. Funds shall be released to the Awarded Contractor on an as needed basis.

The Awarded Contractor shall ensure that all disbursements made on behalf of the MFH align with the guidelines in the RFP scope and within the parameters of Administrative Code Section 10.100-106. See Section 2.B on page 2 of the RFP.

The Awarded Contractor’s chosen platform or tracking system must have the ability to maintain files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes. The filing system shall comply with HSH policies regarding the protection of private health information as required by its Agreement with the City. See Section 2.B on page 3 of the RFP.

The Awarded Contractor must maintain financial records relating to disbursements made on behalf of the MFH according to Generally Accepted

Accounting Principles.

- 3. Question** **If the applicant agency is already utilizing a donor platform e.g. PayPal, Classy etc., will there be any restrictions or recommendations on how to accept and manage incoming donations?**

Answer See response to Question #2.

- 4. Question** **Are there any caps on the administrative fee as referenced on page 2, point B.2 of the RFP?**

Answer There are no caps on the administrative fee. However, Proposers will be evaluated on whether the proposed fee for services is reasonable; matches the program requirements; and matches the proposed staffing structure. See Section 5.B on pages 6 and 7 of the RFP.