



Request for Proposals (RFP) 137
Questions and Answers
Issued April 20, 2022

GENERAL

- 1. Question** **Can we apply for separate service categories, or must we apply for them all?**

Answer You may apply to separate service categories. You do not need to apply for all of them. Each service category that you apply to requires a separate application.

- 2. Question** **Hours and budgets for Stakeholder and Community Engagement services will depend on the specific scope of work. Would providing hourly rates be sufficient in lieu of providing estimated hours?**

Answer Please use the Appendix 2 – Price Proposal Template to provide both hourly rates and estimated hours, which will calculate an estimated cost. Please refer to the section titled Stakeholder and Community Engagement Services on page 10 of the RFP 137 for a list of services included under this service category. These services should be the assumed scope of work when providing estimated hours and a budget for this service category.

- 3. Question** **If we are applying for multiple service areas, do you want a separate application for each service area? More broadly, for which items do we need to submit separate versions for each service area, vs. one version for the entire proposal package?**

Answer We require a separate application for each service category. HSH will be running separate evaluation processes for each service category, therefore there should be one proposal package per service category that you are applying to.

CLARIFICATIONS

HSH released an amended version of the Appendix 1 – Application template. The Appendix 1 amendment was posted to the HSH Procurements website <https://hsh.sfgov.org/get-involved/procurements/> on April 18, 2022. Please see the application template for details on the amendment. Please use this amended version to apply.