



**HSH Request for Proposal (RFP) #141 Shelter Ancillary Services
ADDENDUM #1**

Issue Date: Friday August 25, 2023

San Francisco Department of Homelessness and Supportive Housing
Addendum #1
to
RFP #141 Shelter Ancillary Services

The following Sections have been modified to read as shown below. All information provided herein is considered to be fully incorporated into this Request for Proposal (RFP). All other terms and conditions remain the same.

Changes are indicated by the following formatting:

- All deleted language will be marked with a ~~strikethrough~~.
- All new language will be **highlighted in yellow**.

I. RFP

- Schedule on page 1:

RFP Issued	Tuesday August 8, 2023
Pre-Proposal Conference	Tuesday August 15, 2023 from 2-3:30 Join on the web : Teams Meeting ID: 232 497 754 984 Passcode: JBCFez Call In info: +1 415-906-4659,,127164880# Phone Conference ID: 127 164 880#
Deadline for Written Questions	Tuesday August 15, 2023
Answers and Clarifications Published	Tuesday August 22, 2023 Revised Questions and Answers published Friday August 25, 2023
Deadline to Submit Proposals	Monday September 18, 2023 by 2:00 pm Tuesday September 26, 2023 by 2:00 pm
Oral Presentation/Interview	October 27, 2023 November 7, 2023
Intent to Award Notification	November 3, 2023 November 14, 2023
Agreement Commence	Hot Meals for Alternative Shelter Sites, Shelter Transportation services, and Shelter Client Advocacy: February 1, 2024 Meals for Navigation Centers and Shelters: March 1, 2024
Procurement Lead	Rachel Garcia hshprocurements@sfgov.org

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- Section III.B.2. Scope of Work (Hot Meals for Alternative Shelter Sites) on page 13 – language added below:

The successful Proposer shall prepare and deliver meals (breakfast and dinner) twice a day to each of the Alternative Shelter Sites above, including holidays. Meals shall be individually portioned, packaged, and delivered ready to eat. The meals shall be augmented by fresh fruit and vegetables, as well as beverages including fruit juice and milk. The successful Proposer shall accommodate special meal requests to meet guest’s needs (including but not limited to vegetarian, diabetic, low sodium, gluten-free, food allergies, mechanical soft entrées, etc.), as requested by the Alternative Shelter Site providers. HSH discourages subcontracts with restaurants to ensure compliance with Shelter Standards of Care Legislation¹ menu, diet, and meal standards.

- Section IX.B. Minimum Qualifications on page 33 – language revised below:

B. Minimum Qualifications

The Applicant must clearly demonstrate that it meets the Minimum Qualifications to be considered for qualification. The Applicant’s responses to Minimum Qualifications in RFP ~~Appendix 1: Application Template~~ Appendix 3: Minimum Qualifications and required attachments will be reviewed to determine qualification and eligibility for award.

The Minimum Qualifications determination will be solely based on the information submitted by the Applicant in ~~Appendix 1: Application Template~~ Appendix 3: Minimum Qualifications and required attachments. Insufficient or incomplete information may result in an application being considered non-responsive. Responses of “To be provided upon request” or “To be determined” or “Confidential” or the like, or that do not otherwise provide the information requested (e.g., left blank) are not acceptable. Any Application that does not demonstrate that the Applicant meets the Minimum Qualifications will be issued a notice of non-responsiveness and will not be evaluated or eligible for award under this RFP.

The City reserves the right to request clarifications from Applicants prior to rejecting an application for failure to meet the Minimum Qualifications. Clarifications are limited exchanges between the City and Applicant and will not provide an Applicant the opportunity to revise or modify its application.

II. Appendices

- The following Appendices have been deleted:
 - Appendix 1a: Meals for Navigation Centers and Shelters Application Template
 - Appendix 1b: Hot Meals for Alternative Shelter Sites Application
 - Appendix 1c: Shelter Transportation Services Application
 - Appendix 1d: Shelter Client Advocacy Services Application
 - Appendix 2a: Meals for Navigation Centers and Shelters Budget Proposal
 - Appendix 2b: Hot Meals for Alternative Shelter Sites Budget Proposal
- The Appendices above have been replaced with:
 - Appendix 1a: Meals for Navigation Centers and Shelters Application UPDATE

¹ Additional information on Shelter Standards of Care legislation can be found:
https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-13200

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- Appendix 1b: Hot Meals for Alternative Shelter Sites Application UPDATE
 - Appendix 1c: Shelter Transportation Services Application UPDATE
 - Appendix 1d: Shelter Client Advocacy Services Application UPDATE
 - Appendix 2a: Meals for Navigation Centers and Shelters Budget Proposal UPDATE
 - Appendix 2b: Hot Meals for Alternative Shelter Sites Budget Proposal UPDATE
- The following Appendices have been ADDED:
 - Appendix 3a: Meals for Navigation Centers and Shelters Minimum Qualifications
 - Appendix 3b: Hot Meals for Alternative Shelter Sites Minimum Qualifications
 - Appendix 3c: Shelter Transportation Services Minimum Qualifications
 - Appendix 3d: Shelter Client Advocacy Services Minimum Qualifications

III. Attachments

- Attachment 2: Proposer Questionnaire and References has been deleted and replaced with Attachment 2: Proposer Questionnaire and References UPDATE