



**HSH Request for Proposals (RFP) #148 Sober Living Pilot Program  
ADDENDUM #2  
Issue Date: August 19, 2024**

San Francisco Department of Homelessness and Supportive Housing  
Addendum #2  
to  
RFP #148 Sober Living Pilot Program

**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 Proposals (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**.

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**Schedule**

<b>RFP Issued</b>	<b>July 19, 2024</b>
<b>RFP Re-Issued</b>	<b>August 2, 2024</b>
<b>Pre-Proposal Conference</b>	<b>August 9, 2024</b> <b>11 am – noon</b> <a href="#">RFP #148 Pre-Proposal Conference Link</a> <b>Meeting ID: 229 599 193 857</b> <b>Passcode: Jj2BN3</b>
<b>Deadline for Written Questions</b>	<b>August 12, 2024</b>
<b>Answers and Clarifications Published</b>	<b>August 19, 2024</b>
<b>Deadline to Submit Proposals</b>	<b>Tuesday, September <del>10</del> <b>17</b>, 2024, by 2:00 pm</b>
<b>Oral Presentation/Interview</b>	<b>October <del>14</del> <b>21</b>, 2024</b>
<b>Notice of Intent to Award</b>	<b>October <del>18</del> <b>25</b>, 2024</b>
<b>Agreement Commence</b>	<b>March <del>15</del> <b>22</b>, 2025</b>



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**A. Intent**

The City and County of San Francisco (City) Department of Homelessness and Supportive Housing (HSH) is seeking qualified suppliers (Proposers) to submit proposals (Proposal) to provide sober living housing for unhoused adults, over 18, who are in recovery and opt-in to a sober living environment... Proposers should propose a site with ~~a maximum of 25~~ units available for housing and services that can be operated exclusively for the program model (and does not include legacy participants/tenants).

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**H. Service Delivery Model**

The awarded applicants for Sober Living Pilot Program shall appropriately apply evidence-based practices for recovery and addressing homelessness including following all applicable laws pertaining to the proposed housing model, ~~such as the Housing First principles cited in the California Welfare and Institutions Code Section 8255.~~

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**A. Location and Site**

Proposers shall identify a proposed site for the Sober Living Housing Program ~~with a maximum of 25 units available for program participants...~~

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**G. Staffing Requirements**

**Proposed staffing plans must meet the scope of work and service requirements outlined in this RFP based on proposed program design and building size.**

1. Property management and master lease stewardship
 

The awarded Proposer shall maintain appropriate staffing levels including the following positions:

  - a. Property Manager: **up to** 1.0 Full Time Equivalent (FTE) Property Manager
  - b. Front Desk Clerks: 5.0 Front Desk Clerks FTE to ensure 24-hour coverage daily, including weekends, holidays, and backup coverage.



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- c. Janitor/s
  - d. Maintenance/ Facility staff
2. Support services
- a. Clinical Supervisor: **up to** 1.0 FTE to support staff...
  - b. Case Managers: ~~2.0 FTE~~ Case Manager FTE **amount is dependent on amount of units in proposed site,** to maintain a ~~13~~ **15**:1 client to case manager **FTE** ratio.