



**Sherrice Dorsey-Smith**  
Executive Director



**Daniel Lurie**  
Mayor

## **TECHNICAL ASSISTANCE & CAPACITY BUILDING RFP SUBMITTED QUESTIONS & ANSWERS (AS OF NOVEMBER 16, 2025)**

This document contains all Questions and Answers submitted about DCYF's Technical Assistance & Capacity Building RFP between November 10<sup>th</sup> – 16<sup>th</sup>, 2025. The questions are being provided as they were submitted including any spelling errors or grammatical mistakes.

**Use the following links to navigate through the document by question topic:**

<a href="#">CONTENT AREAS.....</a>	<a href="#">2</a>
<a href="#">GENERAL.....</a>	<a href="#">5</a>
<a href="#">MINIMUM QUALIFICATIONS .....</a>	<a href="#">8</a>

## CONTENT AREAS

SUBMITTED QUESTION	DCYF ANSWER
For applicants interested in pursuing CA 1 of SFGOV-0000011209 (CONTENT AREA 1: TECHNICAL ASSISTANCE & CAPACITY BUILDING SUPPORTS FOR GRANTEES), is abuse and molestation insurance coverage required if the insurance holder will not be interacting with youth as part of the scope of work?	No, if there is no interaction with youth while the work under the contract is being performed, Abuse and Molestation coverage is not required.
Regarding Content Area 1: Capacity Building: Are applicants in this area expected to provide capacity-building support in the General Topic of Positive Youth Development as well as all Seven of the DCYF Service Areas (Educational Supports, Emotional Well-being, Out of School Time, Enrichment and Skill Building, Justice Services, Youth Empowerment, and Youth Workforce Development)? Or, can an applicant apply to provide capacity building support in some but not all of these Service Areas?	Proposers may choose to apply to provide capacity building support in some, but not all of the DCYF programmatic Service Areas listed under Content Area 1.
For event production, could an applicant apply to provide a specific function for event production, e.g. video capture and photography, or do you expect awardees to be responsible for the full scope of event production?	DCYF expects awardees to be responsible for the full scope of event production.
Would DCYF consider an all-virtual tutoring company to submit a proposal for this project under- CONTENT AREA 1: TECHNICAL ASSISTANCE & CAPACITY BUILDING SUPPORTS FOR GRANTEES for academic supports- page 8?	DCYF is not specifying the amount of virtual versus in person offerings we intend to procure through this RFP. However, proposers should be aware that we currently offer a mix of virtual and in person offerings under our Technical Assistance & Capacity Building work. Proposers should submit proposals that align with the requirements of the RFP.
Would mandated reporter training be considered an eligible activity under Content Area 1: Technical Assistance & Capacity Building Supports for Grantees, specifically within the category of “general topics for all grantees”?	Yes

SUBMITTED QUESTION	DCYF ANSWER
<p>For Content Area 1, are proposers expected to provide trainings and technical assistance across all DCYF Service Areas, Strategies, and Initiatives, or may we focus on specific topical areas or populations aligned with our expertise? If the latter, is there a minimum number of service areas we need to focus on?</p>	<p>Proposers may choose to apply to provide capacity building support in some, but not all of the DCYF programmatic Service Areas listed under Content Area 1. There is no minimum number of Service Areas DCYF is requiring proposers to focus on.</p>
<p>Should proposed trainings be designed to serve all DCYF grantees, or can they target a subset of grantees based on program area, service population, or organizational readiness? If the latter, is there a minimum number of agencies that need to be served in the year?</p>	<p>While DCYF's Technical Assistance &amp; Capacity Building offerings are designed to serve all grantees, proposers may propose to provide trainings that serve a subset of grantees. The number of offerings and grantees expected to be served each year will depend on the size the contract and will be negotiated during the contracting process.</p>
<p>Under Content Area 1: Technical Assistance &amp; Capacity Building Supports for Grantees, DCYF notes that TA may include support for grantees funded under specific service areas and strategies, including Youth Workforce Development and the Mayor's Youth Employment &amp; Education Program (MYEEP). MyPath provides technical assistance and training on financial capability and financial mentoring — including youth earnings management, direct deposit readiness, budgeting, and foundational financial skills that support successful participation in workforce programs.</p> <p>Can DCYF clarify whether TA focused on financial capability and financial mentoring would be considered an eligible service under the Youth Workforce Development strategies within CA1, particularly for MYEEP grantees who are preparing young people for employment, earnings, and work-based learning opportunities?</p> <p>If eligible, should proposers frame these services as:</p> <ol style="list-style-type: none"> <li>1. General TA applicable to all grantees, or</li> <li>2. Strategy-specific TA under the Youth Workforce Development/MYEEP umbrella?</li> </ol>	<p>While DCYF's Technical Assistance &amp; Capacity Building offerings are designed to serve all grantees, proposers may propose to provide trainings that serve a subset of grantees. It is up to the applicant to determine whether their offerings fit within the Content Area as well as how to frame their proposal.</p>

SUBMITTED QUESTION	DCYF ANSWER
How many DCYF grantees are anticipated to be served under CA1?	The number of grantees that would be served varies depending on the types of services needed. However, DCYF is currently funding 147 agencies that provide 261 programs.
<p>Content Area #2:</p> <ol style="list-style-type: none"> <li>1. How many in-person events/conferences/summits are envisioned for this work, other than Youth Advocacy Day?</li> <li>2. Is there a specific number of young people who should be on the Youth Organizing Team, or is the size at the discretion of the proposer?</li> <li>3. Is there a specific age range for youth participants?</li> <li>4. Are proposers expected to hire the young people on the Youth Organizing Team as employees, or may they offer stipends and honoraria?</li> <li>5. Is only one youth-led media campaign required during the 3-year contract period, or is a campaign of some sort required each year?</li> <li>6. What types of social, emotional, and basic needs support do you envision young people requiring?</li> <li>7. How many awards are planned for Content Area #2?</li> </ol>	<ol style="list-style-type: none"> <li>1. The number of events/conferences/summits will be determined during contract negotiations.</li> <li>2. The number of young people on Youth Organizing Team is determined by DCYF and can range from 10-20 members.</li> <li>3. 18-24 years old</li> <li>4. DCYF will recruit the young people for the cohort. The selected providers are required to provide a stipend or honoraria</li> <li>5. While DCYF currently anticipates 1 youth-led media campaign during the 3-year contract, the amount could change during contract negotiations.</li> <li>6. DCYF identified 4 Social Emotional Learning domains to focus on in our 2024-2029 RFP: growth mindset, self-efficacy, self-management and social-awareness.</li> <li>7. The number of awards will be determined after the reading and scoring process.</li> </ol>
How many awards are planned for Content Area #3?	The number of awards will be determined after the reading and scoring process.

## GENERAL

SUBMITTED QUESTION	DCYF ANSWER
Is this funding intended to provide services for the organization responding to this RFP, or to all DCYF grantees?	This RFP is intended to fund organizations to provide technical assistance, capacity-building, professional development, and event production services for DCYF grantees, partners, and DCYF staff. Applicants should be experienced TA and capacity-building providers who propose to deliver services broadly to the audiences and focus areas defined in the RFP.
Good morning can you please tell me what the geographic boundaries are for your technical assistance and capacity building grants? I saw the RFP but wondering what the geography catchment area is and if you can apply as a non profit in Ventura County even?	The Technical Assistance & Capacity Building RFP is intended to support technical assistance, capacity-building, professional development, and event production services for DCYF grantees, partners, and DCYF staff, all of whom operate within San Francisco. While proposers do not need to be located in the City, services funded under this RFP will be expected to occur in San Francisco.
Is there an expected or minimum frequency for the coaching, workshops, or cohort learning sessions to be offered each year?	The number and frequency of workshops will be negotiated between DCYF and the selected provider(s) during the contracting process.
Are there required formats or delivery modes (e.g., virtual, in-person, hybrid) for these trainings, or may proposers propose a combination of approaches based on content and audience needs?	These elements will be negotiated between DCYF and the selected provider(s) during the contracting process. Proposers may propose a combination of approaches.

SUBMITTED QUESTION	DCYF ANSWER
<p>The RFP notes that "DCYF shall order services covered by the awarded contract(s) through the issuance of individual Purchase Orders and/or Task Orders which shall be released against the awarded contract(s) during the contract term." This would seem to suggest that there could be multiple scopes of work over the course of the contract term. However, the RFP requires that respondents submit a budget and describe the specific services they will provide under the selected content areas. Are the budget and scope meant to function as a menu of services laying out everything the respondent is able and willing to provide under the content area (and associated pricing), or will selected respondents be contracted to provide the entire specific set of services they propose within their specific proposed scope and budget?</p>	<p>The budget and scope is meant to function as a menu of services laying out everything the applicant is able and willing to provide under the content area that they are applying for.</p>
<p>What guidelines and/or metrics are DCYF grantees required to follow/meet?</p>	<p>DCYF grantees are required to conform to a range of requirements and performance measures depending on which strategy or initiative they are funded under. Those requirements and metrics can be found in <a href="#">DCYF's 2024-2029 RFP</a>.</p>
<p>Are deliverable-based budgets acceptable? If so, how can this best be represented on the budget template?</p>	<p>DCYF does allow deliverable based budgets. Specific guidance will be provided to awarded contractors about the structure of their budgets during the contracting process. Using the TACB RFP Budget Template proposers can list each deliverable as a separate TA/CB Activity and list out the proposed expenses for each deliverable in the lines for that activity.</p>
<p>For activities that are envisioned to be spread over multiple years (e.g., campaigns/events), is it acceptable to indicate only the amount allocated to the activity for year 1?</p>	<p>Yes, DCYF is only requiring proposers to submit a 1-year budget meaning that the expenses listed in it should just be for that one year. Proposers should submit a budget that represents the first year of the contract. DCYF is aware that for activities that cross multiple years expenses may differ somewhat in subsequent years.</p>

SUBMITTED QUESTION	DCYF ANSWER
Are multiple proposals allowed?	<p>The structure of this RFP does not allow proposers to submit multiple proposals. However, proposers may submit a single proposal that covers multiple Content Areas. On the online application form, applicants must select either the Single Content Area or Multiple Content Areas Service Area. Proposers who select the Multiple Content Areas option will answer questions and submit a budget for each Content Area they choose but may not submit more than one proposal per Content Area.</p>

## MINIMUM QUALIFICATIONS

SUBMITTED QUESTION	DCYF ANSWER
<p>For the verification letters, can we ask DCYF staff/departments to submit these for us if we have worked with DCYF in this area previously? If so, who at DCYF do we ask for the verification letter?</p>	<p>No. DCYF cannot provide Verification of Experience letters for any applicant. However, organizations that have previously contracted with the City can verify their experience by providing information about their relevant City contracts directly in the online RFP system. Applicants will be asked whether they have performed work for DCYF or other City departments related to the Content Area they are applying under. If they answer “yes,” they will be prompted to enter the contract name, contracting department, contract dates, and contract amount for any contracts they choose to list. If they answer “no,” they will be prompted to upload a Verification of Experience Letter.</p>
<p>Must the verification of experience cover the entire minimum number of years of experience (e.g., a 5-year project with one verifier), or is it meant to be an exemplar of the type of work that the proposer has done that is similar in scope and scale to the specified content area? If it is the latter, should proposers submit multiple verification of experience letters in order to certify the required number of years of experience?</p>	<p>No, proposers do not need to submit a single letter that captures all the years of required experience and may submit multiple letters to demonstrate that they meet experience requirement for the Content Area they are applying under.</p>
<p>For Content Area 6, do proposers need to have the Program Quality Assessment Providers Certification for External Assessors by the time of submission, or can this be acquired within a timeframe after proposals are submitted? Who are the providers of the certification?</p>	<p>Yes, proposers must upload proof of certification when submitting their proposals and therefore need to have the Program Quality Assessment Providers Certification for External Assessors by the time of submission. Certification is provided by the <a href="#">Weikart Center for Youth Program Quality</a>.</p>
<p>Where can we find the form to verify minimum qualifications?</p>	<p>Proposers will verify their compliance with the Minimum Qualifications using the online application form at <a href="https://dcyf.jotform.com/250936589974074">https://dcyf.jotform.com/250936589974074</a>. On this form applicants will be asked to provide information and/or submit a Verification of Experience letter for all Content Areas they are applying under.</p>



SUBMITTED QUESTION	DCYF ANSWER
<ol style="list-style-type: none"> <li>1. Can professional experience providing technical assistance and capacity building services to state-level agencies (such as California state departments, superior courts, or other state government entities) be considered equivalent to experience "with other San Francisco City Departments" for purposes of meeting Minimum Qualifications such as CA1-MQ1 and CA7-MQ1?</li> <li>2. Will leadership roles in statewide cross-agency capacity building and training initiatives (for example, coordinating training programs across multiple county agencies or developing statewide policy frameworks) qualify as technical assistance and capacity building experience for Content Areas such as CA1 (Technical Assistance &amp; Capacity Building Supports for Grantees) or CA7 (Staff, Leadership &amp; Organizational Development)?</li> <li>3. Could experience gained as an internal public sector employee who designed and facilitated training, developed policies and protocols, and built organizational capacity across state or county-level systems (such as juvenile justice, behavioral health, or child welfare) count toward meeting Minimum Qualifications for Content Areas such as CA1, CA4 (Community Schools), or CA7?</li> <li>4. For purposes of meeting Minimum Qualifications, would work performed as a public sector executive or manager serving as an internal technical advisor (developing programs, training staff, building organizational capacity, and implementing evidence-based practices within one's own agency) meet the "technical assistance and capacity building" criteria, or must the experience be strictly as an external consultant contracted to provide services?</li> </ol>	<ol style="list-style-type: none"> <li>1. Yes</li> <li>2. DCYF is looking for providers with the experience to facilitate workshops, trainings, cohorts to DCYF grantees and staff. If those leadership roles included this type of facilitation experience than it would qualify.</li> <li>3. Yes, this experience would be relevant for CA1 Technical Assistance &amp; Capacity Building Supports for Grantees or CA7 Staff, Leadership &amp; Organizational Development. For CA4 Community Schools DCYF would expect proposers to have at least 5 years of experience specifically providing Community Schools focused technical assistance and capacity building in collaboration with a city department, school district and/or nonprofit agency.</li> <li>4. Yes, this experience would apply.</li> </ol>

SUBMITTED QUESTION	DCYF ANSWER
<p>5. For proposers who operated as sole proprietors or provided consulting services through a private practice prior to formally incorporating their current business entity, can that pre-incorporation experience count toward the 5-year minimum qualification requirement? Specifically, if a proposer provided technical assistance and capacity building services from February 2017 through June 2021 as a private practice/sole proprietor and then continued providing the same services from October 2021 to present under a formal business entity (such as an S-corporation), does this constitute continuous qualifying experience from 2017-present, or does only the post-incorporation period count toward the 5-year requirement?</p> <p>6. If internal public sector experience (per Questions 3-4) and/or pre-incorporation private practice experience (per Question 5) qualify toward meeting Minimum Qualifications, who would be the appropriate signatory for the Verification of Experience Letter? Would any of the following be acceptable:</p> <ul style="list-style-type: none"> <li>-Former agency director or executive leadership</li> <li>-Former direct supervisor</li> <li>-Human Resources representative</li> <li>-Client organization representatives from the pre-incorporation period</li> <li>-Other (please specify)</li> </ul>	<p>5. Yes. Pre-incorporation experience may count toward the five-year Minimum Qualification requirement. Proposers may combine their experience as a sole proprietor or private practice with experience under their incorporated business entity. Because the work was performed under two distinct entities, two Verification of Experience Letters will be required. These letters may come from the same verifier, but each letter must clearly state the specific entity under which the work was performed.</p> <p>6. The signatory for Verification of Experience letters should be from the project lead, director, manager or other key staff from the organization that received the services.</p>