

## Pre-proposal Conference Questions and Responses

A pre-proposal conference call was held on Wednesday, October 5, 2011 to answer questions about the request for qualifications for legislative advocacy. Below are the questions and responses.

**1. Who is required to have a TB test and background check as mentioned on page 9 of the RFQ?**

Any contractor that will have more than limited contact with students is required to have a TB test and background check. The legislative advocacy contractor is highly unlikely to fall into that category, so it is unlikely a TB test and background check will be required.

**2. Page 5 of the RFQ states: "Coordinate staff participation in legislative committees." Does this refer to SFUSD employees or employees of the contractor?**

This refers to SFUSD staff that are experts on a specific legislative topic or have a specific interest in a bill under discussion.

**3. What kind of bills is SFUSD interested in tracking? Will SFUSD want to sponsor a bill?**

SFUSD is interested in tracking education bills and other bills that may impact SFUSD, such as bills that deal with public employment issues. SFUSD may want to sponsor a bill if a situation arises in which a legislative solution would benefit the district and a path to success is visible. It is unlikely there would be more than one sponsored bill in a year; however, SFUSD may want to join other school districts or education organization in cosponsoring legislation.

**4. Is SFUSD expecting a recommendation on each bill from the contractor?**

The contractor will be expected to provide a recommended position and / or the likely impact of the bill based on SFUSD's specific situation. In some cases, the contractor will need to discuss a bill's components with staff to determine the likely impact.

**5. Page 3 of the RFQ states: "At a minimum, the contractor will be expected to provide monthly written or oral reports on major education legislative proposals." Will the reports need to be written and oral some months?**

Yes. In months that the Legislature is in session and the SF Board of Education is conducting a Rules Committee meeting, the contractor will be expected to provide information to staff before the meeting (including bills under consideration) and then be present at the Rules Committee meeting to discuss bills with the Committee.

**6. What is the feedback process to respond to bills?**

The San Francisco Board of Education has given the Rules Committee of the Board the authority to take legislative positions. At each Rules Committee meeting, positions are taken and recorded. If the contractor is in attendance, he/ she will have the information at that time. If not, staff will forward the information.

**7. Will the contractor be expected to present to both the full Board of Education and the Rules Committee on a regular basis?**

The contractor will be expected to participate in Rules Committee meetings usually held monthly with the exception of July. Since the Rules Committee has the authority to take positions on behalf of the full board, it is unlikely that presentations to the full Board of Education will be necessary.

**8. Page 7 of the RFQ states: "Include name of the client, project summary, staff members who worked on each project and their roles, challenges and successes of the project, and address the proposal components met through the project." What is meant by "proposal components?"**

As "proposal components" is less than clear, providing the other elements listed will be sufficient.

**9. What is meant by "successful advocacy" as mentioned in the experience requirements?**

"Successful advocacy" is intended to refer to time spent advocating for clients that left the client better off than before.

**10. How many references are requested?**

Up to five references are requested.

**11. What is the expected term of the contract? Will there be an option to renew?**

SFUSD is planning to execute a contract for the remainder of the fiscal year (through June 30, 2012). It is likely that the contract will be renewed if service has been satisfactory and there are sufficient funds available.

**12. What are the next steps after the proposals are submitted?**

After the proposals are received, they will be reviewed and some will be identified for further conversations. If a proposal is not selected, we will notify the respondent. If the proposal is selected for further conversation, we will set up a time for a meeting to discuss the proposal further. After further discussions have been conducted, a respondent will be selected, a resolution will be sent to the Board of Education authorizing a contract, and a contract will be executed.