



**HSH Request for Proposal (RFP) #141 Shelter Ancillary Services  
ADDENDUM #2**

**Issue Date: Monday September 18, 2023**

San Francisco Department of Homelessness and Supportive Housing  
Addendum #2  
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 <a href="#">Join on the web</a> : Teams Meeting ID: 232 497 754 984 Passcode: JBCFez Call In info: <a href="#">+1 415-906-4659,,127164880#</a> Phone Conference ID: 127 164 880#
Deadline for Written Questions	Tuesday August 15, 2023
Answers and Clarifications Published	Revised Questions and Answers published Friday August 25, 2023
<b>Deadline to Submit Proposals</b>	<del>Tuesday September 26, 2023 by 2:00 pm</del> <b>Tuesday October 3, 2023 by 2:00pm</b>
Oral Presentation/Interview	<del>November 7, 2023</del> <b>November 14, 2023</b>
Intent to Award Notification	<del>November 14, 2023</del> <b>November 21, 2023</b>
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 <a href="mailto:hshprocurements@sfgov.org">hshprocurements@sfgov.org</a>

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

- *Addendum 1 specified the same details below; however the Appendices erroneously did not get replaced on the HSH procurement website as indicated below. Addendum 2 applies the following changes:*

- 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**

- *Addendum 1 specified the same details below; however the Appendices erroneously did not get replaced on the HSH procurement website as indicated below. Addendum 2 applies the following changes:*

- 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**
- **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**

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

- 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