

City and County of San Francisco



Request for Proposals (RFP) #001

Grants for Technical Assistance to Support Cannabis Equity Applicants and Businesses (Pilot Program)

This Solicitation can be viewed under Sourcing Event ID 0000004375 at <https://sfcitypartner.sfgov.org/pages/index.aspx>

Issued by:	San Francisco Office of Cannabis (OOC)
Date issued:	Wednesday, September 9, 2020
Proposals due:	Friday, September 25, 2020 by 5:00pm
Questions about this RFP?	Email: CannabisGrants@sfgov.org
<p>A Bidders Conference to assist interested applicants in determining the eligibility of proposed projects and completing the proposal packet will be held:</p> <p style="text-align: center;">DATE: Monday, September 14, 2020 TIME: 11:00am – 12:00pm WEBINAR LINK: https://ccsf.webex.com/ccsf/onstage/g.php?MTID=ee5edc9b8602f76a4fbe7a8a15d245f83</p>	
Need the RFP or application materials in an alternative format for persons with disabilities? Please email CannabisGrants@sfgov.org .	

Request for Proposals (RFP) #001

Date of Issue: Wednesday, September 9, 2020

**Deadline for Responses:
Friday, September 25, 2020 by 5:00pm**

**1 complete response package may be submitted via email to
CannabisGrants@sfgov.org**

(Preferred Method)

OR

1 copy of the completed response package including all supplementary materials may be mailed to the Office of Cannabis by the deadline at the following address:

Office of Cannabis
1 Dr Carlton B Goodlett Place, Room 18
San Francisco, CA 94102
Attention: Grants Manager

*****EMAIL IS RECOMMENDED DUE TO COVID-19*****

Need the RFP or application materials in an alternative format for persons with disabilities? Please email CannabisGrants@sfgov.org.

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Appendices:

- A. Grant Agreement Template (G-100)
- B. Budget Template
- C. Application Request for Proposals 001
- D. Staffing and Board Composition Chart Template
- E. Submission Authorization Form
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- G. Proposer Questionnaire
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I. Introduction and Schedule

A. General

The San Francisco Office of Cannabis (OOC) is seeking proposals from organizations interested in receiving grants to fund the provision of technical assistance in the areas of permitting and grants support, workforce development, and business development to cannabis businesses that are Verified Equity Applicants (VEAs) participating in San Francisco’s Cannabis Equity Program. VEAs are cannabis businesses that OOC has determined meet an asset limit and certain other criteria set forth in Article 16 of the San Francisco Police Code.

The contract for technical assistance services to VEAs shall have an original term of one year unless specified otherwise. The City shall have two options to extend the term for a period of one year each, which the City may exercise in its sole, absolute discretion.

The funds that will be distributed for technical assistance to VEAs have been provided to the City of San Francisco by the California Governor’s Office of Business and Economic Development (“Go-Biz”) pursuant to the California Cannabis Equity Act as amended by Assembly Bill 97. The Go-Biz grant to CCSF included \$450,000 for technical assistance to VEAs during the Go-Biz grant term, which will expire in August 2021.

B. Schedule

The anticipated schedule* for selecting technical assistance providers to receive Go-Biz funds is as follows:

Proposal Phase	Date
RFP is issued by the City	Wednesday, September 9, 2020
Bidders Conference	Monday, September 14, 2020 11:00am – 12:00pm Webinar Link: https://ccsf.webex.com/ccsf/onstage/g.php?MTID=ee5edc9b8602f76a4fbe7a8a15d245f83
Deadline for submission of written questions**	Thursday, September 17, 2020
Answers to questions posted online	Tuesday, September 22, 2020
Proposals due	Friday, September 25, 2020
Committee Review	September – October, 2020
TA selection and award notification	November, 2020; target November 6
Projects begin	December, 2020 or later

*Each date is subject to change.

**Note: Purely technical questions regarding how to navigate the RFP or fill out application materials will be answered until the proposal submission deadline. Send an email to CannabisGrants@sfgov.org if you have technical questions.

II. Program Areas and Scope of Work

Program Area	Title	Anticipated # of Awards	Anticipated Total Funding*	Eligible Applicants	Page #
A	Permitting and Grant Support	1-2	\$200,000	Open	6
B	Workforce Development	1-2	\$150,000	Open	8
C	Business Development	1-2	\$100,000	Open	9

* The City and County of San Francisco reserves the right to adjust or change *anticipated total funding* at any time to ensure that grant funds are continuously available in the areas that need it the most. Grant funds will be available until funds are exhausted, or until the State mandated expiration of the grant program, whichever occurs sooner.

The scope of activities and services described in each program area is to be used as a general guide and is not intended to be a complete list of all work necessary to meet program area objectives. Nothing herein shall obligate the City to make any grant, or guarantee any proposer the right to any grant money. The City reserves the right not to award grants based upon the ability of the proposer to meet the City’s objectives. Any grant awards, including renewals, are contingent upon budget approval and funding availability. **Proposers may seek funding in more than one area described below; however, a separate application must be filed for each funding area that the organization wishes to provide services for, unless otherwise indicated in the program area.** Each application will be considered individually, and the organization’s overall capacity in relation to the number of projects proposed will also be considered when projects and proposals are recommended for funding.

The OOC may make available up to \$450,000 for initial funding awards to support a variety of technical assistance opportunities.

A. Program Area A: Permitting and Grant Support

Anticipated Number of Awards

1-2

Amount

Up to \$200,000

Scope of Work

The OOC intends to provide up to \$200,000 to one or more organizations that would act as permitting and grants process navigators for VEAs. A selected provider will be expected to connect with VEAs and support them in various ways through the cannabis permitting and grants process including:

- Office of Cannabis Part I compliance, including entity formation and registration. Additional information can be found here: <https://sf.gov/check-what-you-need-cannabis-permit-part-1?from=sbs&sbsid=611&txid=639>.

- Office of Cannabis Part II compliance, including community outreach. Additional information can be found here: <https://sf.gov/check-what-you-need-cannabis-permit-part-1?from=sbs&sbsid=611&txid=639>.
- Securing any required State cannabis license, given California’s dual licensing framework for the commercial cannabis industry.
- Securing required approvals from other City Departments including land use entitlement and building permits.
- Becoming a vendor with CCSF to receive equity grant funds.
- Complying with OOC grant requirements, including documenting the use of funds.

Selected providers will be placed on a qualified provider list. On an as-needed basis, the OOC will use the list to connect VEAs with technical assistance providers.

Minimum Qualifications

- Applicant must be a legal entity eligible to do business with CCSF.
- Applicant must have been operating for at least six (6) months prior to the issuance of the RFP.
- Applicant must demonstrate an ability to provide one-on-one consultation, and to develop clear and accessible educational materials.

Preferred Qualifications

- Strong familiarity with State cannabis licensing requirements in addition to the OOC’s permitting process, regulations, and Article 16 of the San Francisco Police Code.
- Familiarity navigating City permitting requirements, including review by the Planning Department and the Department of Building Inspection.
- Experience with the development and implementation of programs that serve disadvantaged clients.

Supplementary Questions and Requirements

1. Describe your firm’s relevant qualifications, including years of operation.
2. Describe your organization’s past and present experience advising or operating in any of the areas listed above (cannabis regulatory compliance, grant solicitation and compliance, general City regulatory compliance).
3. Describe your organization’s experience and approach working with historically marginalized individuals with a complex range of needs. Specify if this experience is directly tied to the cannabis industry.
4. Please share two examples of similar projects worked on and completed. Provide the scope, process and approach, staffing, outcomes, and timelines to complete similar scoped/size project.
5. Describe your organization’s approach to explaining complex situations so that your client or audience who are not familiar with the industry technical terms understood what you were explaining.
6. Provide a list of staff including their qualifications, relevant experience, roles and responsibilities, and other projects they will be working on during the proposed timeline, along with percentage of time committed;
7. Provide a cost estimate and blended rate per hour for each scope of work element; and

8. Provide three professional references who can verify your firm's past experience and outcomes.

B. Program Area B: Workforce Development

Anticipated Number of Awards:

1-2

Amount:

\$150,000

Scope of Work:

The OOC intends to provide up to \$150,000 to one or more organizations to support VEAs with cannabis-related professional development. This organization will assist VEAs in securing employment and developing important skills needed to work in the cannabis industry. This type of assistance includes:

- Resume drafting
- Best practices for interviewing including mock interviews
- Providing an overview of job responsibilities and skills depending on the type of work, including, but not limited to, cultivation, management, and compliance (e.g. METRC)
- Financial literacy (e.g. budgeting)

Selected providers will be placed on a qualified provider list. On an as-needed basis, the OOC will use the list to match VEAs with selected providers.

Minimum Qualifications:

- Applicant must be a legal entity eligible to do business with CCSF.
- Applicant must have been operating for at least six (6) months prior to the issuance of the RFP.

Preferred Qualifications:

- Strong familiarity with training staff in the cannabis industry.
- Strong familiarity with the local cannabis industry.
- Strong familiarity with cannabis regulatory and compliance matters.

Supplementary Questions and Requirements:

1. Describe your organization's relevant qualifications and areas of expertise, including years of operation, and your organization's experience with workforce development.
2. Describe your past and present experience providing support and developing education materials in any of the areas listed above.
3. Describe your organization's experience with and approach to working with historically marginalized individuals with a complex range of needs. Specify if this experience is directly tied to the cannabis industry.

4. Please share two examples of similar projects worked on and completed. Provide the scope, process and approach, staffing, outcomes, and timelines to complete similar scoped/size project.
5. Describe your firm's approach to explaining complex situations and concepts in a manner that is easily accessible to clients who are new to the cannabis industry.
6. Provide a list of staff who would work on this project, including their qualifications, relevant experience, roles and responsibilities, and other projects they will be working on during the proposed timeline, along with percentage of time committed;
7. Provide a cost estimate and blended rate per hour for each scope of work element; and
8. Provide three professional references who can verify your firm's past experience and outcomes.

C. Program Area C: Business Development

Anticipated Number of Awards:

1-2

Amount:

\$100,000

Scope of Work:

The OOC intends to provide up to \$100,000 to one or more organizations to support VEAs with their business development. Eligible providers include those that demonstrate an ability to provide one-on-one consultation, and to develop educational materials to clarify the various aspects of starting a business. This organization will assist VEAs to operate a successful cannabis business. This type of support includes:

- Regulatory compliance
- Managing a cannabis business, including hiring and training staff
- Marketing and advertising
- Financial Advice (e.g. accounting and tax liability)

Providers who demonstrate the qualifications and capacities to provide the professional assistance will be placed on a qualified provider list. On an as-needed basis, the OOC will use the list to match technical assistance providers to eligible clients.

Minimum Qualifications:

- Applicant must be a legal entity eligible to do business with CCSF.
- Applicant must have been operating for at least six (6) months prior to the issuance of the RFP.

Preferred Qualifications:

- Familiarity with engaging small business owners.
- Familiarity with writing standard operating procedures.
- Strong Familiarity with State and local cannabis laws and regulations.

Supplementary Questions and Requirements:

1. Please provide a description of your firm's qualifications, how long the firm has been operating, and your organization's experience with small business development.
2. Describe your past and present experience providing support and developing education materials in any of the areas listed above. Please identify all areas of expertise. Include experience and approach working with historically marginalized individuals with a complex range of needs. Specify if this experience is directly tied to the cannabis industry.
3. Please share two examples of similar projects worked on and completed. Provide the scope, process and approach, staffing, outcomes, and timelines to complete similar scoped/size project.
4. Describe your firm's approach to explain complex situations in a manner that is easily accessible.
5. Provide a list of staff who would work on this project, including their qualifications, relevant experience, roles and responsibilities, and other projects they will be working on during the proposed timeline, along with percentage of time committed;
6. Provide a cost estimate and blended rate per hour for each scope of work element; and
7. Provide three professional references who can verify your firm's past experience and outcomes.

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposals must be received by 5:00 p.m. on Friday, September 25, 2020. Postmarks will not be considered in judging the timelines of submissions.

Submitting: When you are satisfied with your completed application packet, save all items to one PDF file and email it to: CannabisGrants@sfgov.org. Alternately, proposals may be mailed to:

Office of Cannabis
1 Dr Carlton B Goodlett Place, Room 18
San Francisco, CA 94102
Attention: Grants Manager

B. Format

Mailed proposal packages should use three-hole recycled paper, print double-sided to the maximum extent practical, and bind the proposal with a binder clip, rubber band, or single staple, or submit it in a three-ring binder. Please do not bind your proposal with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

Proposal Packages submitted electronically should be formatted into one PDF file and include the application and all required, relevant, and requested addenda and forms. See below section “Proposal Package Checklist” for additional details on required items.

You will receive a response to indicate that your submission was received. You will be responsible for ensuring that all required questions have been addressed and that all supplementary materials have been submitted on or before the deadline. **Note that electronic submission file sizes must be compatible with City email server limits (34MB)**, and it is your responsibility to ensure that the files submitted are all received by deadlines established to receive your submission. If you are submitting supplementary materials (such as work samples, photos, or other large files) in support of your proposal, you may send more than one email with attachments but you must indicate which proposal the files are pertaining to. Any subsequent email subject line(s) should read “Supplementary Attachments for [Agency]’s proposal to RFP # 001 Area [x]”. **All materials must be received on or before the deadline to be considered as part of the complete proposal package.**

The electronic receive date and time will be established by the date/time assigned by the City email server upon receipt of the electronic message by the City email server. **Early submission is highly encouraged. Late submissions will not be considered.**

Due to COVID-19 and the Stay Home Order, electronic applications sent through email are highly encouraged.

Proposers may seek funding in more than one area described in this RFP, however, a separate application must be filed for each funding area that the organization wishes to provide services for.

C. Proposal Package Content and Checklist

The proposal submitted must be clear and concise. It must demonstrate an understanding of the initiative's objectives and clearly respond to a program area. Firms interested in responding to this RFP should include the following information. The City reserves the right to deem any proposal nonresponsive if it is not presented in the format required.

All templates below can be downloaded from the OOC's website at <https://sf.gov/departments/office-cannabis>.

The following items must be included in the application package:

- A project proposal using the application template provided.
- A proposed project budget using the application template provided.
- A Staffing and Board Composition Chart for the Lead Applicant and Program Lead, if applicable, using the template provided.
- A Submission Authorization Form signed by the Lead Applicant's Executive Director or CEO and the Program Lead's Executive Director or CEO, if applicable.
- An overall Organizational Budget for the Lead Applicant and Program Lead, if applicable.
- An organizational chart for the Lead Applicant and Program Lead, if applicable.
- Optional, but encouraged, letters of support (up to 4), unless noted as required in the above program descriptions.
- Any other requested supporting materials (e.g. work samples), as noted in the program descriptions and appendices.

Only applications submitted using the approved templates will be considered for funding. A Word-version form of the application and other materials are available here:

<https://sf.gov/departments/office-cannabis>.

Hard copies of templates and related forms are available upon request. Alternative formats may also be provided to individuals with disabilities. Please contact CannabisGrants@sfgov.org before the submission deadlines if you would like to request documents in an alternative format.

If you need to cancel and resubmit your application, please resubmit an entire package with a replacement application and all supplementary materials. In the body of the email or on a coversheet within the envelope please reference the original application, including submission date, time, and originating email address. All submissions, original or replacement, must be received by the deadline state in the RFP. No late submissions will be considered.

IV. Selection Criteria

Proposals will be evaluated by a Review Committee, using the criteria and process outlined below as a framework. Nothing herein shall obligate the City to make any grant, or shall guarantee any proposer the right to any grant money. The City reserves the right not to award grants based upon the ability of the proposer to meet the City's objectives and budgetary priorities.

A. Review Process

The City will verify that the proposals have met all the requirements to be considered responsive. Failure to comply with the proposal requirements contained in this RFP may result in elimination of that proposal from consideration. All responsive proposals will then be submitted to the Review Committee for scoring.

1. The City may contact the applicants to clarify any portion of the proposal. All questions to the applicants will be submitted in writing and the answers, in writing, will be submitted, along with the proposals, to the Review Committee for scoring.
2. Any attempt by an applicant to contact a member of the Review Committee during the proposal review process (other than submitting clarification questions or responding to any City-initiated contact) may result in the elimination of that proposal from consideration.
3. The review pathway is conducted by a primary review committee, comprised of no less than three individuals. The review committee will analyze and score all responsive proposals on a 100 point evaluation criteria as described in this RFP and on the application document. The scores will be averaged resulting in the final score.
4. The tentative awardees whose proposal(s) score the highest will be selected to negotiate a grant agreement.
5. All applicants will be notified of the results of the evaluation.
6. The tentative award may be conditioned on inclusion of changes/additional terms. Negotiations over the specific terms and language may be required before submission to the Civil Service Commission for approval, if applicable.

7. If the City is unable to negotiate a satisfactory agreement with the winning applicant(s), the City may terminate negotiations with that applicant and proceed to negotiate with other qualified applicants in the order of their ranking in the evaluation process. This process may be repeated until a satisfactory grant agreement has been reached.

Final award of the grant may be subject to approval by the Civil Service Commission, Board of Supervisors, Mayor, or other governing body.

B. Selection Criteria

Applications sent to the Review Committee will be reviewed and evaluated by the Committee using the criteria described in this section. The Committee will award points based on the extent to which the application meets the criteria listed. Each application will be considered individually and the organization's overall capacity in relation to the number of projects proposed will also be considered when projects and proposals are recommended for funding.

Applicant Qualifications and Staff Assignments (30 Points)

- a. The applicant's professional qualifications and the experience of proposed partners, sub-contractors, and staff.
- b. Experience and track record implementing projects to the proposed activities.
- c. Clarity and feasibility of proposed staffing assignments, taking into consideration accessibility, availability, and workload.
- d. The application demonstrates a thorough understanding of the economic, social, financial, institutional, or other issues that require a solution.
- e. Demonstration of community support.

Approach, Activities, and Outcomes (40 Points)

- a. The proposed project will contribute to achieving the goals and objectives stated in the RFP.
- b. The application presents a clear description of the proposed project, including a clear statement of goals and objectives.
- c. The application presents a plan of action that describes in sufficient detail the specific scope of services and how the proposed work will be accomplished.
- d. The application presents a reasonable timeline for implementing the proposed project including major milestones and target dates. It addresses factors that might speed or hinder implementation and explains how these factors should be managed.
- e. The design of the project reflects current knowledge on effective practices supported by applicant's experience, research, and literature.
- f. The proposed project would involve the collaboration of partner organizations, cooperating entities, consultants or key individuals who would maximize the effectiveness and efficiency of service delivery. If a collaborative application is proposed, specific activities and the role, capacity, and contributions each partner will make to the proposed project is detailed.

- g. The proposed project reflects performance targets appropriate for the program.
- h. The proposal demonstrates the organization's capacity to carry out the proposed project by connecting current or previous experience with the proposed programming.

Performance Measurement and Reporting (15 Points)

- a. Applicant addresses how data on project activities, outputs and outcomes will be collected and reported.
- b. Applicant demonstrates they have or will develop the capacity to collect and manage data.
- c. The application provides an appropriate and feasible plan describing how data will be used to determine whether the needs identified are being met and whether project results are being achieved.

Financial Management and Budget (15 Points)

- a. A detailed narrative budget justification presenting reasonable costs in view of activities proposed and expected results.
- b. Budget conformed to the template provided and agency's overall budget is of a size to reasonably expect successful delivery of the program.
- c. Applicant's fiscal controls conform to requirements and would ensure the prudent use, proper and timely disbursement and accurate accounting of funds awarded under this RFP.
- d. Additional resources are available to ensure implementation and sustainability of programming.

V. Bidder's Conference and Grant Award

A. Bidder's Conference

Proposers are encouraged to attend a Bidder's Conference on Monday, September 14, 2020 from 11:00am – 12:00pm. All questions will be addressed at this conference and any available new information will be provided at that time. The OOC will also post an FAQ to its website based on the questions received by Thursday, September 17, 2020.

Due to COVID-19, the Bidder's Conference will be held virtually. Please utilize the following link to attend:

<https://ccsf.webex.com/ccsf/onstage/g.php?MTID=ee5edc9b8602f76a4fbe7a8a15d245f83>

B. Grant Award

The selected proposer(s) shall commence contract negotiations with the City. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the City, in its sole discretion may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the OOC, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the OOC promptly after discovery, but in no event later than five (5) working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP, and all notifications of intent to request written modifications, clarifications, or objections to this RFP must be directed by email to the department's grant management team at CannabisGrants@sfgov.org. Substantive responses to any such inquiries will be posted on the OOC's website: <https://sf.gov/departments/office-cannabis>.

C. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, no more than ten (10) calendar days after the RFP is issued, provide written notice to the OOC setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Changes Notices

The OOC may modify the RFP, prior to the proposal due date, by issuing updates and change notices, which will be posted here: <https://sf.gov/departments/office-cannabis>. The proposer shall be responsible for ensuring that its proposal reflects any and all guidance issued by the OOC prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult with the OOC's website frequently, including shortly before the proposal due date, to determine if the proposer has incorporated all current guidance.

E. Term of Proposal

Submission of a proposal signifies that the proposal services are valid for 120 calendar days from the proposal due date and that the quoted services are genuine.

F. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

G. Errors and Omissions in Proposal

Failure by the OOC to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

I. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the San Francisco Campaign and Governmental Conduct Code, which states:

“No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the grant is approved by the City elective officer or the board on which that City elective officer serves.”

If a proposer is negotiating for a contract that must be approved by an elected local officer of the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- The officer's re-election campaign.
- A candidate for that officer's office.
- A committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contracts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contracts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount of up to \$5,000.
3. Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.
4. For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with San Francisco Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If a proposer receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, the proposer must comply with Chapter 12L

L. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to the submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment, or services specified in this RFP by any other means;
6. Determine that no project will be pursued; or
7. Cancel the procurement action in its entirety.

M. No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

VII. Contract Requirements

A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the G-100 Grant Agreement, attached hereto as Appendix A. Failure to timely execute the contract, or to furnish any and all materials required in the contract, shall be deemed an abandonment of a contract offer. The requirements include general liability insurance and, if applicable, automobile liability insurance. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with an entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available at:

<https://sfgov.org/cmd/12b-equal-benefits-program>.

C. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements.

For the amount of hourly gross compensation currently required under the MCO, see: <https://sfgov.org/olse/minimum-compensation-ordinance-mco>. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract. Additional information regarding the MCO is available on the web at: <https://sfgov.org/olse/minimum-compensation-ordinance-mco>.

D. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at: <https://oewd.org/employer-services>.

E. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interest, California Fair Political Practices Commission Form 700, to the City within ten (10) calendar days of the City notifying the successful proposer that the City has selected the proposer.

F. Additional Forms and Information

Appendix A: Grant Agreement Template (Form G-100)

Note that terms and conditions within the City's standard grant boilerplate may change as new legislation is enacted or to reflect specific regulations and requirements of the monies funding the grant's programming. The actual form of agreement and specific language will be determined by the City during the negotiation process.

The template available for download at: <https://sf.gov/departments/office-cannabis> should only be used as a general guide.

Appendix B: Budget Template

Include a budget for your proposed project activities using an Excel template. A sample is available for download at: <https://sf.gov/departments/office-cannabis..>

Appendix C: Application: Request for Proposals 001

The application is available for download at: <https://sf.gov/departments/office-cannabis>.

Appendix D: Staffing and Board Composition Chart Template

A template Staffing and Board Composition Chart is available for download at: <https://sf.gov/departments/office-cannabis>.

Appendix E: Submission Authorization Form

A Word version of this form is available for download at: <https://sf.gov/departments/office-cannabis>.

Appendix F: Supplier Registration Instructions

A Word version of this form is available for download at: <https://sf.gov/departments/office-cannabis>.

Appendix G: Proposer Questionnaire

A Word version of this form is available for download at: <https://sf.gov/departments/office-cannabis>.

Appendix H: Proposer Information and References

A Word version of this form is available for download at: <https://sf.gov/departments/office-cannabis>.