

ATTACHMENT IV: WRITTEN PROPOSAL TEMPLATE

REQUEST FOR QUALIFICATIONS (RFQ) # 82 – COMMUNITY SUPPORT AND ENGAGEMENT FOR THE HUMAN RIGHTS COMMISSION

CONTACT: Terry Jones and Athena Edwards, Finance Division, hrc-grants@sfgov.org

Responses received under this RFQ that fail to address each of the requested items in this Attachment, in sufficient and complete detail to substantiate that the Respondent can meet the City’s Minimum Qualifications, will be deemed non-responsive and will not be considered for pre-qualification. Note that responses of “To be provided upon request” or “To be determined” or the like, or that do not otherwise provide the information requested (left blank), are not acceptable.

Instructions are provided in blue and may be deleted. Please complete your response in the template provided, using as much space as needed. Indicate clearly where separate documents are provided. In order to receive the maximum amount of points, please be sure to follow this format carefully and thoroughly (but concisely) address each section. Please ensure your response meets the Minimum Qualifications so that it will be evaluated.

Note that all documents under this RFQ process are subject to public disclosure. Please redact confidential or proprietary information as appropriate.

A. Executive Summary

1. Respondent Information and Partner(s)

| | |
|---|--|
| Respondent’s Firm Name | |
| Respondent’s Firm Address | |
| Email Address and Phone Number | |
| Respondent’s Headquarters Address (if different from above) | |
| Respondent’s Vendor ID (if existing City vendor prior to July 2017) | |
| Respondent’s City Supplier ID (if any) | |

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| | |
|---|--|
| Respondent's Partner(s) Firm Name(s) | |
|---|--|

2. Certification of Headquarters in Accordance with Administrative Code Chapter 12X.

Response should contain the following statement:

"I certify that my firm is headquartered at the following address: _____. I will notify the City if my firm's headquarters moves."

3. RFQ Contact

Clearly identify the person that will serve as the overall RFQ contact. This person will receive e-mail notifications regarding the RFQ process.

| | |
|---------|--|
| Name | |
| Title | |
| Email | |
| Phone | |
| Fax | |
| Address | |

4. How did you find out about this RFQ Opportunity?

Insert Response Here.

B. Certification and Prior Projects

Respondent Certification

The Respondent certifies that:

| Minimum Qualifications | Yes? (Check) |
|---|--------------|
| Experience: Has submitted no more and no fewer than two (2) Prior Project Descriptions, as part of RFQ Attachment IV response, below, for each service area for which it would like to be considered for prequalification. The services described in the Prior Project Descriptions must: <ul style="list-style-type: none"> • include services comparable to Section 2 Scope of Work, | |

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|---|--|
| <ul style="list-style-type: none"> have been provided to public sector municipality or similar government agency clients, be within five (5) years from the date of this RFQ, and be successfully completed, which means project outcomes have been completed and accepted by client. <p>The City reserves the right to contact the client to confirm the level of project completeness and acceptance.</p> <p>If more than two (2) Prior Project Descriptions are submitted, only the first two (2) will be reviewed for consideration.</p> | |
| <p>Staffing:</p> <p>The lead staff, including the Respondent’s Project Manager and technical lead(s), proposed to be assigned to the City’s project(s) must individually have had a similar lead role in a minimum of one (1) of the Prior Project Descriptions submitted for each service area. The Respondents shall identify functional and technical leads and include their resumes. Respondents may also include resumes for supporting principal and senior consultants.</p> | |

Prior Project Descriptions

Using the following template, Respondents must submit Prior Project Descriptions in accordance with the Minimum Qualifications stated above. Copy and attach additional template pages as necessary.

Contacts for each project are required and may serve as references for the Respondent. The City will not inform Respondent when references will be contacted. The Respondent should ensure that client contact information listed in the response is up-to-date and should notify references that the City may be contacting them. **See RFQ Attachment I, Section 14.**

Failure to provide the information as requested will result in rejection of your response.

SERVICE AREA 1: PRIOR PROJECT DESCRIPTION 1

| | |
|--------------------------------------|---|
| Project | <i>Project Name</i> |
| Client | <i>Client Name (City, County, etc.)</i> |
| Client Unit | <i>Client Agency, Department, or Unit Name</i> |
| Client Contact Name and Title | |
| Client Contact Phone | |
| Client Contact E-mail | |
| Timeline | <i>Month/Year to Month/Year; Length of project beginning to end (Project must be within five (5) years from the date of this RFQ)</i> |
| Consultant Organization | |
| Consultant Lead(s) | <i>Staff Lead Name(s) – same as lead proposed to City?</i> |

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| | |
|-----------------|--------------------|
| Fee | <u>\$00,000.00</u> |
| Number of Hours | <u>XX hours</u> |

Project Background Include background information regarding the client and/or program, as applicable. What were the project goals and desired outcomes? If different, what were the goals and desired outcomes of your services?

Insert Response Here.

Project Scope What were the project activities your organization completed? Provide sufficient information to give the City insight into the size/complexity and scope of the project.

Insert Response Here.

Project Approach How did you approach the project? What methodologies were used, and how did those address the project goals? Describe any challenges you have faced, including strategies you used to address them.

Insert Response Here.

Project Staffing Identify each key person on the project team with titles and roles and hourly rate, including all subcontractors. Include brief narrative descriptions of the responsibilities each person had on the project.

Insert Response Here.

Involvement of Client and/or Stakeholders Discuss how client and any stakeholders were involved in the project, major opportunities for input, client staff contributions, etc.

Insert Response Here.

Project Outcomes What, if any, measurable service deliverables or outcomes can be attributed to your services? How did you add value to the client? Examples include but are not limited to the amount of cost savings as a result of services provided, legislative or policy changes, organizational changes, or other measurable indicators of successful implementation of findings from your services.

Insert Response Here.

SERVICE AREA 1: PRIOR PROJECT DESCRIPTION 2

| | |
|-------------------------------|---|
| Project | <u>Project Name</u> |
| Client | <u>Client Name (City, County, etc.)</u> |
| Client Unit | <u>Client Agency, Department, or Unit Name</u> |
| Client Contact Name and Title | <u></u> |
| Client Contact Phone | <u></u> |
| Client Contact E-mail | <u></u> |
| Timeline | <u>Month/Year to Month/Year; Length of project beginning to end</u> |

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| | |
|--------------------------------|--|
| Consultant Organization | <hr/> <i>(Project must be within five (5) years from the date of this RFQ)</i> <hr/> |
| Consultant Lead(s) | <hr/> <i>Staff Lead Name(s) – same as lead proposed to City?</i> <hr/> |
| Fee | <hr/> <i>\$00,000.00</i> <hr/> |
| Number of Hours | <hr/> <i>XX hours</i> <hr/> |

Project Background Include background information regarding the client and/or program, as applicable. What were the project goals and desired outcomes? If different, what were the goals and desired outcomes of your services?

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Insert Response Here.

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Insert Response Here.

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C. Proposal, Budget & Budget Narrative

Respondent/Applicant Information (0 Points)

| |
|--|
| 1. Firm Name: |
| 2. Program Contact First and Last Names: |
| 3. Program Contact Title: |
| 4. Program Contact Email Address: |
| 5. Program Contact Telephone Number: |
| 6. Program Contact Fax Number: |
| 7. Program Address: |
| 8. Program Zip: |

Applicant Qualifications and Staff Assignments (20 Points)

- a. The staffing plan should ensure that work is distributed appropriately and that not all new responsibilities will be completed by the executive director.
- b. If the executive director or other agency leadership will need to invest time in coaching, networking, etc., the staffing plan should address who will support operations in the director’s absence. This may include: shifting certain responsibilities to other staff while ensuring staff have the bandwidth and skills to take on tasks; or hiring new staff or consultants to close operational gaps.
- c. If staff or consultants will be hired, the staffing plan should outline how you will ensure that their skills and qualifications will be aligned with program needs.
- d. Please include a chart listing your organization’s staff using the below template. Include any volunteers/unpaid staff who are integral to implementing your organization’s mission.

| | Staff Name | Title | Paid or Volunteer | Years of Experience in this Type of Role | Avg # Hours Per Week |
|---|------------|-------|-------------------|--|----------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

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3. Scope of Work (65 points)

Please provide concise, yet comprehensive answers to the following questions in the RFQ Overview (reprinted here for reference).

1. Please describe your experiences working on programs, projects or providing services related to the selected Service Area(s) in the RFQ. Please provide a proposal that will constitute a representation by your organization that your firm is willing and able to perform the commitments contained in the proposal. This section should also include what populations your proposal intends to serve and how this proposal will further serve the greater San Francisco population. (30 Points)
2. Do you have experience in administration of programs or projects in selected Service Area? Please define. (10 Points)
3. How will you track program the impact and success of this program? What are the performance measures you will use to determine if the project was successful? How will data be collected, analyzed, and reported to measure impact? (10 Points)
4. Describe your strategies regarding how learnings and new programs will be a) implemented during the grant period and (b) sustained, including what strategies you will aim to implement after the grant period. (10 Points)

5. Budget Narrative (15 points)

Provide a budget along with a budget narrative by providing a description of your use of funds.

| Budget Item OR Position to be hired/participant wages/salary/stipend | Quantity OR # of employees /participants | Cost per unit OR stipend/wage | Total cost (quantity x price per unit) OR Total cost in stipends/wages |
|--|--|-------------------------------|--|
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| | | | |
| Total | | | |

Budget Narrative

6. Completeness of Response Submission (0 points)

Responses should conform to RFQ requirements and provide a straightforward, specific, and concise description of the Respondent’s capabilities to satisfy the requirements of the RFQ. Responses should also be professionally presented and contain organized content and formatting.