



# City and County of San Francisco Adult Probation Department



**Sourcing Event ID 000008400**  
**Request for Proposals for:**  
**REENTRY EMPLOYMENT SERVICES**  
**RFP#APD2023-01**

This Solicitation can be viewed on the City's Supplier Portal at: <https://sfcitypartner.sfgov.org/pages/index.aspx>

<b>Proposal Phase</b>	<b>Tentative Date</b>
Request for Proposals Issued	6/5/2023
Pre-Proposal Video Conference	6/9/2023 @ 12:00pm Microsoft Teams: <a href="#">Click here to join the meeting</a> Meeting ID: 268 768 966 407, Passcode: xntm9P
Deadline for Questions	6/12/2023
Answers and Clarifications Available	6/16/2023
Proposal Due Date	7/4/2023
Notice of Intent to Award	7/17/2023
Period for Protesting Notice of Intent to Award	7/20/2023
Grant Administrator:	David Agam, Fiscal and Contracts Compliance Officer San Francisco Adult Probation Department 945 Bryant Street, San Francisco, CA 94103 Phone: (628) 652-2326 Email: <a href="mailto:david.agam@sfgov.org">david.agam@sfgov.org</a>
Submit Complete Proposals to:	<a href="mailto:APD-Contracting@sfgov.org">APD-Contracting@sfgov.org</a>

### **Attachments to RFP**

- Attachment 1: Acceptance of RFP and Grant Agreement Terms and Conditions
- Attachment 2: Minimum Qualifications
- Attachment 3: Application
- Attachment 4: Budget Proposal Template
- Attachment 5: HCAO and MCO Declaration Forms
- Attachment 6: First Source Hiring Form

## **REQUIRED DOCUMENTATION DUE WITH EACH PROPOSAL**

**A PROPOSAL THAT FAILS TO PROVIDE THE FOLLOWING DOCUMENTATION MAY NOT BE ELIGIBLE FOR FURTHER CONSIDERATION.**

<b>Document</b>
Completed Attachment 1: Acceptance of RFP and Grant Terms and Conditions
Completed Attachment 2: Minimum Qualifications (A Separate Attachment 2 is Required for Each Program Area for which Proposer is submitting a Proposal)
Completed Attachment 3: Application
Completed Attachment 4: Budget Proposal Template
Completed Attachment 5: HCAO and MCO Declaration Forms*
Completed Attachment 6: First Source Hiring Form

\*Not required if previously submitted to and accepted by City and County of San Francisco.

**THE SUBMITTAL OF A RESPONSE TO THIS SOLICITATION SHALL EXPLICITLY STIPULATE ACCEPTANCE BY PROPOSERS OF THE TERMS FOUND IN THIS SOLICITATION, INCLUDING GRANT AGREEMENT TERMS AND CONDITIONS, ANY ATTACHMENTS TO THIS RFP, ANY AND ALL ADDENDA ISSUED TO THIS SOLICITATION.**

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## 1 INTRODUCTION AND SOLICITATION SCHEDULE

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### 1.1 Introduction

#### 1.1.1 General

This Request for Proposals (hereinafter “RFP” or “Solicitation”) is being issued by the San Francisco Adult Probation Department (hereinafter, “SFAPD” or “City”). SFAPD, on behalf of all City Departments, is seeking qualified 501c3 non-profit agencies (“Proposers”) to provide proposals (“Proposal”) to provide reentry employment services at the Community Assessment and Services Center (CASC) and in the community. When applicable and practical, Proposers are encouraged to engage workforce teams that reflect the diversity of the City and include participation of businesses and residents from the City’s most disadvantaged communities including, but not limited to, the Bayview/Hunters Point, Chinatown, Mission, South of Market, Tenderloin, Visitacion Valley and Western Addition neighborhoods.

#### 1.1.2 Selection Overview

Each proposal that meets the Minimum Qualifications of this Solicitation will be evaluated and scored by a panel (“Evaluation Panel”) consisting of one or more parties with expertise related to services being acquired through this Solicitation. The Evaluation Panel may include staff from various City departments. Each qualifying proposal’s score will be determined by calculating the mean average of individual panelist scores. The point value of each section is described further in **Section 3: Proposal Evaluation Criteria**.

A list of qualifying proposals ranked by Proposal Score per Program Area will be generated, and grants will be awarded to Proposer(s) with the highest-ranking Proposal Score(s) in each Program Area.

### 1.2 Anticipated Grant Agreement Term

A Grant Agreement awarded pursuant to this Solicitation shall be non-exclusive with an initial term of three (3) years. The City at its sole, absolute discretion, shall have the option to extend the term for up to two (2) additional years for a total of five (5) years. The SFAPD reserves the right to enter into Grant Agreements of a shorter duration. The SFAPD may shorten the duration of an existing Grant Agreement if funding becomes unavailable.

At its sole discretion, the SFAPD may make multiple grant awards. The SFAPD also reserves the right not to award any Grant Agreements under this RFP.

### 1.3 Anticipated Grant Funding Amount

Grant Agreements awarded pursuant to this Solicitation shall approximate a combined total of \$3 million for the initial term. This amount is based on City’s estimated spending over the advertised initial grant term. Should City’s actual spending exceed its estimated spending for the initial term, City may in its sole

discretion increase the funding for the initial term. Should City exercise its options to extend any grant agreements beyond their initial term, City may also elect to increase their funding accordingly.

#### 1.4 Cooperative Agreement

Any other City department, public entity or non-profit made up of multiple public entities, may use the results of this Solicitation to obtain some or all of the commodities or services to be provided by Proposer under the same terms and conditions of any grant awarded pursuant to this Solicitation.

#### 1.5 Solicitation Schedule

The anticipated schedule for this Solicitation is set forth below. These dates are tentative and subject to change. It is the responsibility of the Proposer to check for any Addenda to this Solicitation or other published pertinent information.

Proposal Phase	Tentative Date
Request for Proposals Issued	6/5/2023
Pre-Proposal Video Conference	6/9/2023 @ 12:00pm Microsoft Teams: <a href="#">Click here to join the meeting</a> Meeting ID: 268 768 966 407, Passcode: xntm9P
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Submit Complete Proposals to:	<a href="mailto:APD-Contracting@sfgov.org">APD-Contracting@sfgov.org</a>
<b>Pre-Proposal Video Conference Details</b>	
The Pre-Proposal Conference will begin at the time specified. Proposers’ representatives are urged to arrive on time. Topics already covered will not be repeated for the benefit of late arrivals. <b>Failure to attend the Pre-Proposal Conference shall not excuse the awarded Proposer from any obligations of a grant awarded pursuant to this Solicitation.</b> Any change or addition to the requirements contained in this Solicitation as a result of the Pre-Proposal Conference will be executed by a written Addendum to this Solicitation. It is the responsibility of the Proposer to check for any Addendum to this Solicitation or other published pertinent information.	

## 2 BACKGROUND

### 2.1 Terms and Acronyms Used in this RFP

TERM	DEFINITION
ACT	Assertive Community Treatment.

<u>Assessment</u>	A service that is based on a method of interview, observation, and analysis. This service may include a clinical analysis of the history and current status of a client or patient's mental, emotional, or behavior disorder, substance dependency history, relevant cultural issues and history, trauma history, diagnosis, and the use of assessment tools.
<u>Attachment(s) or RFP Attachment(s)</u>	Each document/template that must be used by the Proposer to respond to this RFP. In addition to this main RFP document, there are six Attachments that are considered part of the RFP package.
<u>Agreement</u>	The binding legal document resulting from this RFP process. Also known as Grant Agreement.
<u>APD or Department</u>	City and County of San Francisco Adult Probation Department, also known as SFAPD.
<u>APD Partners or Partners</u>	Service providers, court systems, law enforcement agencies, and community based organizations providing auxiliary services to APD Clients.
<u>Behavioral Health</u>	Behavioral health includes ways of promoting well-being by preventing or intervening in mental illness as well as preventing or intervening in substance abuse or other addictions.
<u>Best Practice</u>	A body of knowledge that may include scientific, practical or anecdotal elements, and that is perceived as an effective method of treatment.
<u>CDCR</u>	California Department of Corrections and Rehabilitation.
<u>Case Management</u>	The total provision of services to a client/consumer that addresses the needs of the client to function at his or her best level in the community, often arranging for appropriate services and support.
<u>Case Manager</u>	A case manager coordinates mental health, social work, educational, health care, vocational, housing, transportation, advocacy, respite care, and recreational services, as needed. The case manager makes sure that the changing needs of the client/consumer and family are met.
<u>CASC</u>	Community Assessment and Services Center (CASC) is a one-stop services center that provides on-site adult probation department supervision and a wide range of community services to clients of APD and other justice involved San Francisco residents. CASC will be a joint operation of SFAPD and the Grantee(s) selected under this RFP.
<u>CBT</u>	Cognitive Behavioral Therapy.
<u>City or CCSE</u>	City and County of San Francisco.
<u>Client(s)</u>	Any client of the SFAPD who does or could receive care services and resources to improve the quality of his or her life.
<u>Clinical Supervisor</u>	The individual, preferably a licensed clinician, who will oversee the Program, ensure compliance, and demonstrate progress towards agreed upon client and program outcomes.
<u>COMPAS</u>	Correctional Offender Management Profiling for Alternative Sanctions is a validated risk and needs assessment instrument which calculates a client's criminogenic risks and needs and informs the development of a client's individualized treatment and rehabilitation plan (ITRP).
<u>Cultural Competence/Multi-Culturalism</u>	The practice of continuous self-assessment and community awareness on the part of service providers to assure a focus on the cultural, linguistic, socio-economic, educational and spiritual experiences of consumers and their families/support systems

	relative to their care.
<u>DOJ</u>	Department of Justice.
<u>DPO</u>	Deputy Probation Officer. Also known as Officer.
<u>EBP</u>	Evidence Based Practices (EBP) refers to an approach to managing behavioral health services that uses data, which shows consistent evidence of improved outcomes to support decision- making.
<u>FACT</u>	Forensic Assertive Community Treatment.
<u>Grant</u>	The binding legal document resulting from this RFP process. Also known as Agreement.
<u>Grantee</u>	Any Proposer awarded grant(s) for services under this RFP.
<u>ITRP</u>	Individualized Treatment and Rehabilitation Plan is a plan based on a client’s criminogenic risk and need, as determined by COMPAS.
<u>Justice Involved</u>	San Francisco residents who are currently under supervision with the San Francisco Adult Probation Department, state parole, federal probation, participating in San Francisco collaborative courts, or other counties, or any other San Francisco residents who have a criminal history.
<u>LBE</u>	City and County of San Francisco-certified Local Business Enterprise.
<u>LGBTQIA</u>	Gay, Lesbian, Bisexual, Transgender, Queer, Intersex, and Asexual people.
<u>Medication Management</u>	Services which include the prescribing, administering, dispensing and monitoring of psychiatric medications which are necessary to alleviate the symptoms of mental illness and substance dependency.
<u>NIC</u>	National Institute of Correction.
<u>OEWD</u>	San Francisco Office of Economic and Workforce Development.
<u>Proposal</u>	The submission packet, including all its attachments, presented by a Proposer in response to this RFP.
<u>Proposer</u>	Any entity submitting a proposal to this RFP.
<u>Recovery</u>	A process where behavioral health clients learn how to self-direct their lives, regain hope and optimism and reclaim positive social experiences.
<u>Request for Proposals (RFP)</u>	This document, which is the City and County of San Francisco’s request for proposals to provide the goods and/or services being solicited herein. Also known as RFP.
<u>Service Provider</u>	Individuals, groups, and organizations, including City-operated programs, that delivers services to clients.
<u>SFAPD, APD or Department</u>	City and County of San Francisco Adult Probation Department, also known as APD, SFAPD, and the City.
<u>SFAPD Partners or Partners</u>	Service providers, court systems, jail psychiatric services, law enforcement agencies, and community based organizations providing auxiliary services to SFAPD Clients.
<u>Supervision</u>	A person’s term of court ordered probation, parole or other justice-involved supervision like that of the Collaborative Courts.

## 2.2

### Overview of SFAPD’s Business and Organization



### 2.2.1 SFAPD Mission and Goals

The San Francisco Adult Probation Department achieves excellence in community corrections, public safety and public service; and realizes its mission of “*Protect and Serve the Community, Further Justice, Inspire Change, and Prioritize Racial Equity so that all People May Thrive*” through the integration of Evidence Based Practices (EBP). The SFAPD has incorporated a victim-centered approach and Gender Responsive Guiding Principles into our supervision strategies, to aid our goals to reduce victimization, improve outcomes, and break the inter-generational cycle of incarceration. The SFAPD balances probation supervision accountability with access to essential resources and services which combined, reduce barriers to life stability, and empower clients to build self-sufficiency skills, and permanently exit the criminal justice system.

The SFAPD is a leader in its profession, exemplifying the highest standards, and is the recipient of the American Probation and Parole Association’s prestigious President’s Award in recognition of our exemplary community corrections programs, which serve to advance the knowledge, effectiveness and integrity of the criminal justice system. The SFAPD extends a continuum of integrated services to address our clients’ criminogenic needs and we empower them to become productive law-abiding citizens.

The SFAPD’s Reentry Division is a group of non-sworn professionals tasked with managing operations of San Francisco’s Reentry Council and Community Corrections Partnership, as well as a portfolio of reentry and rehabilitative services. To learn more about the Reentry Division and the Reentry Council please visit:

- SFAPD’s Reentry Division: [sf.gov/learn-about-our-reentry-division](https://sf.gov/learn-about-our-reentry-division)
- Reentry Council: <https://sf.gov/departments/reentry-council-city-and-county-san-francisco>
- CASC Reentry Center: <https://sf.gov/community-assessment-and-services-center>

### 2.2.2 Current Locations of SFAPD and Related Services

SFAPD Offices	Building Site
945 Bryant Street, San Francisco, CA 94103	Headquarters
564 6th St., San Francisco, CA 94103	Community Assessment Service Center
555 Polk Street, 2nd Floor, San Francisco, CA 94102	Community Justice Center
1315 Evans Avenue, San Francisco, CA 94124	Bayview Office

Consistent with EBP, SFAPD’s Deputy Probation Officers (DPOs) provide clients with referrals to match their criminogenic needs and community function factors with programs designed to assist in their rehabilitation and subsistence needs. The Community Assessment Services Center (CASC) is located at 564 6<sup>th</sup> Street is a behavioral health focused, multi-service one stop reentry center, which collocates public and nonprofit partners with the overall aim to remove barriers, improve life outcomes and help people reclaim their place in the community.

## 2.3 Project Background

In 2011, the California Legislature passed the Public Safety Realignment Act (AB 109), which transferred responsibility for supervising specific low-level inmates and parolees from the California Department of Corrections and Rehabilitation (CDCR) to counties. This Act tasked local government at the county level with developing a new approach to reducing recidivism among certain low-level felony criminal offenders. AB 109 took effect October 1, 2011 and realigned three major areas of the criminal justice system.

On a prospective basis, the legislation:

- Transferred the location of incarceration for lower-level offenders (specified non-violent, non-serious, non-sex offenders) from state prison to local county jail pursuant to Penal

Code 1170 (h) and provides for an expanded role for post-release Mandatory Supervision for these offenders;

- Transferred responsibility for post-release supervision of lower-level offenders (those released from prison after having served a sentence for a non-violent, non-serious, and non-sex offense) from the state to the county level by creating a new category of supervision called Post-Release Community Supervision (PRCS);
- Transferred custody responsibility for parole and PRCS revocations to local county jail.

In 2012, as part of the innovative energy of California Criminal Justice Realignment, the San Francisco Adult Probation Department (SFAPD) launched the Community Assessment and Services Center (CASC), a one-stop reentry center. The original launch of the CASC embraced a traditional drop-in center model. In 2018, given the ongoing complex needs of those we serve, the SFAPD implemented a comprehensive behavioral focused reentry center.

#### 2.4 Overall SFAPD Client Demographics (as of 1/31/2022)

<b>SFAPD POPULATION (as of 1/31/2022)</b>			
Total Client Population		5168	
Felony		83%	
Misdemeanor		17%	
Other		1%	
<b>SFAPD ACTIVE CLIENT DEMOGRAPHIC SUMMARY</b>			
<b>Gender</b>			
Male		87%	
Female		13%	
<b>Age</b>		<b>Risk Level</b>	
18-25 Years Old	11%	Low	27%
26-35 Years Old	38%	Medium	23%
36-45 Years Old	27%	High	49%
46-55 Years Old	14%		
56-65 Years Old	7%		
66+ Years Old	3%		
<b>Race/Ethnicity</b>		<b>Caseload Type/Unit</b>	
African American	37%	Domestic Violence	14%
Asian	4%	General Supervision	61%
Latinx	16%	Investigations	0.1%
NatAmer/AlaskNative	0%	Mandatory Supervision	3%
Pacific Islander	1%	PRCS	8%
White	30%	Prop 63 / Bench Warrants	1%
Other	11%	Sex Offenses	4%
Unknown	0.1%	TAY	8%
Missing	0.4%		

#### 2.5 The Community Assessment and Services Center (CASC)

The CASC is a behavioral health-focused, multi-services one-stop clinical reentry center that bridges SFAPD probation supervision services with comprehensive support including clinical and reentry case

management, medication management and distribution, mentoring, 1:1 therapy, support groups, education and employment services, barrier removal, and benefits acquisition.

As the City's premiere reentry center, the CASC's therapeutic community embraces a client-centered, strength-based approach, empowers personal responsibility, and co-locates services that build self-sufficiency including SFAPD-funded transitional housing and rental subsidy programs, employment placement and retention services, vocational training opportunities, mental health and substance use services, women's gender responsive services, parenting and life skills programs, batterers' intervention programs, cognitive-behavioral interventions, social activities, outings and events, and meeting space for community partners.

The CASC embraces dynamic partnerships with the San Francisco Department of Public Health, the Human Services Organization, the Office of Economic and Workforce Development, the Department of Child Support Services and a range of community based providers. As well, the CASC has expanded partnerships with State Parole, and Federal Probation and provides a range of services to justice involved adults in San Francisco

The CASC receives approximately 1,000 referrals from the SFAPD each year, and since expanding eligibility to include others with criminal histories, the CASC also receives referrals from Superior Court/Collaborative Courts, State Parole, Federal Probation, and other public safety partners. The doors are also open for drop in connection to services. As the CASC services portfolio expands to respond to other citywide efforts, referrals will come in from different sources. On average, approximately 4,000 unduplicated people annually access the CASC's myriad of services and resources inclusive of case management, medication management, 1:1 therapy, transitional and emergency housing, employment and educational services, public benefits enrollment, process groups, cognitive behavioral classes, community functions, and to access basic necessities like food, clothes and travel vouchers.

## 2.6 Demographic Snapshot of the CASC Clients (as of 12/31/2022)

<b>CASC Client Demographics: All Services Types</b>	
<b>Gender</b>	
Male	83%
Female	16%
Transgender Female	1%
<b>Age</b>	
18-25 Yrs Old	11%
26-35 Yrs Old	31%
36-50 Yrs Old	36%
51+ Yrs Old	22%
<b>Ethnicity</b>	
African American	43%
Asian	4%
Hispanic/Latinx	18%
Native American/Alaskan Native	0.44%
Pacific Islander	2%
White	20%
Other/Unknown	12%

## 2.7 San Francisco Controller's Office Assessment of CASC

During the period of July – September 2016, in preparation for the CASC 2017 RFP, the SFAPD partnered with the City & County of San Francisco's Office of the Controller's City Performance Unit, to conduct a program assessment of services provided at the CASC. The City Performance Unit

developed an analytical approach to assess reentry services at the CASC, which focused on four elements:

- Research on evidence-based practices in the field of reentry services and other related fields.
- Benchmarking and best practice interviews with peer probation systems that share a commitment to implementing evidence-based practices.
- Interviews and focus groups with key stakeholders from the SFAPD, public sector and community partners.
- Interviews with CASC clients.

Based on this assessment, the City Performance Unit found several areas where CASC service provision could be enhanced to strengthen adherence to evidence-based practices and improve client outcomes. These CASC improvement strategies have been integrated throughout this RFP.

### 3 PROPOSAL EVALUATION CRITERIA

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Proposals consist of the following evaluation items:

Evaluation Item	Maximum Points
Minimum Qualifications Documentation	Pass/Fail
Organizational Overview	15 Points
Certification	5 Points
Work Plan	60 Points
Staffing Structure	10 Points
Budget Proposal Template	10 Points
<b>TOTAL</b>	<b>100 Points</b>

Specifically, the application contains the following sections and questions:

#### 3.1 Organizational Overview (15 points)

##### 3.1.1 Organization’s History: To demonstrate organization services capacity describe: (5 points)

- (a) Organization’s Mission
- (b) Organization’s qualifications for providing proposed services
- (c) Organization’s service delivery approach to address the unique needs of justice involved adults
- (d) Provide references to any available independent evaluation reports or verifiable client outcome data to cite.

##### 3.1.2 Organization Cultural, Gender, and Sexual Diversity Capacity (5 points)

- (a) Describe any specific expertise your organization has in providing services to the ethnic, cultural, gender, and sexual identity groups who might participate in the Program Area for which Proposer is submitting a Proposal.

##### 3.1.3 Organization Management Capacity: To demonstrate organization services capacity describe: (5 points)

- (a) Your organization’s fiscal, program management, and data collection and reporting capacity and experience.

- (b) How has the organization used client data, program evaluations, and contract monitoring reports in management decisions? How did these decisions inform your services?

**3.2 Certifications: (5 points)**

- (a) List all of your organization’s relevant certifications and licenses. Provide a copy of the certification(s) or license(s) as attachments.
- (b) Staff facilitating evidence based curriculum must be certified prior to running groups. Describe your organization’s history of training staff in evidence based curriculum and interventions.

**3.3 Work Plan: Approach to Programmatic Requirements listed in RFP Section 5.6 Descriptions of Services (60 points)**

Responses should consider how your proposed work plan incorporates the information presented in RFP Section 5.1 General Service Delivery and Section 5.2 Criminogenic Needs and Community Functioning Factors.

- (a) As the program lead, describe your organization’s approach to providing the services outlined in the Program Area for which Proposer is submitting an Application under this RFP’s **Section 5.6 Description of Services**.
- (b) Describe your organization’s approach to meeting and managing the program requirements for the intended Program Area.
- (c) Describe your organization’s approach to working collaboratively with the other CASC partners and SFAPD staff.
- (d) Describe your organization’s approach providing Program Area specified services to the target population.
- (e) Describe your organizations ability to meet the Outcomes and Objectives specified in the Description of Services specified for Program Area applying for.
- (f) Describe how your organization will meet the Data Collection and Reporting requirements.

**3.4 Staffing Structure: (10 points)**

- (a) Describe the staffing structure the organization will implement to operate the proposed program. Please include an organizational chart of the staffing structure for the program.
- (b) Describe the organization’s proposed methods to increase professional development of program staff.

**4 MINIMUM QUALIFICATIONS (PASS/FAIL)**

Proposers must complete **Attachment 2: Minimum Qualifications**. Attachment 2 will be reviewed for initial determination on whether Proposer meets the MQs referenced in this section. **This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.** The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualifications.

MQ #	Description
MQ 1	Applicant must be a certified supplier with the City and County of San Francisco or express an ability to become a certified supplier within ten (10) days after notice of intent to award.
MQ 2	Whether provided through a single entity, collaboration, and/or subgrantee, Proposers must demonstrate at least TWO (2) years of experience within the last five (5) years of delivering similar services requested by this Solicitation.

## 5 SCOPE OF WORK

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In addition to submitting documents supporting each Minimum Qualification as required by this Solicitation, Proposers shall also submit a complete Proposal consisting of each item set forth in **Attachment 3: Application**.

### 5.1 General Service Delivery/Guiding Principles

Effective interventions and responsive strategies integrated into reentry services program design/services are guided by, and incorporate the National Institute of Correction's (NIC) eight evidence-based principles for effective intervention within community corrections into every facet of its community corrections work and it requires Grantees to adhere to these principles in the delivery of the services. Proposers must be able to articulate how the following interventions and strategies are interwoven into organization design, policies, and procedures.

The NICs eight evidence-based principles for effective interventions are:

1. **Assess Criminogenic Risk/Needs:** Assessing offenders' risk and needs (focusing on dynamic and static risk factors and criminogenic needs) at the individual and aggregate levels is essential for implementing the principles of best practice.
2. **Enhance Intrinsic Motivation:** Research strongly suggests that "motivational interviewing" techniques, rather than persuasion tactics, effectively enhance motivation for initiating and maintaining behavior changes.
3. **TARGET INTERVENTIONS:**
  - a. **Risk Principle:** Prioritize supervision and treatment resources for higher risk offenders.
  - b. **Need Principle:** Target interventions to criminogenic needs.
  - c. **Responsivity Principle:** Be responsive to temperament, learning style, motivation, gender, and culture when assigning to programs.
  - d. **Dosage:** Structure 40% to 70% of high-risk offenders' time for 3 to 9 months.
  - e. **Treatment Principle:** Integrate treatment into full sentence/sanctions requirements.
4. **Skill Train with Directed Practice:** Provide evidence-based programming that emphasizes cognitive- behavior strategies and is delivered by well-trained staff.
5. **Increase Positive Reinforcement:** Apply four positive reinforcements for every one negative reinforcement for optimal behavior change results.
6. **Engage Ongoing Support in Natural Communities:** Realign and actively engage pro-social support for offenders in their communities for positive reinforcement of desired new behaviors.
7. **Measure Relevant Processes/Practices:** An accurate and detailed documentation of case information and staff performance, along with a formal and valid mechanism for measuring outcomes, is the foundation of evidence-based practice.
8. **Provide Measurement Feedback:** Providing feedback builds accountability and maintains integrity, ultimately improving outcomes.

The Six Gender Responsive Strategies for Women Offenders are:

1. **Gender:** Acknowledge that gender makes a difference.
2. **Environment:** Create an environment based on safety, respect, and dignity.
3. **Relationships:** Develop policies, practices, and programs that are relational and promote healthy connections to children, family, significant others, and the community.
4. **Services and Supervision:** Address substance abuse, trauma, and mental health issues through comprehensive, integrated, culturally relevant services and appropriate supervision.
5. **Socioeconomic Status:** Provide women with opportunities to improve their

socioeconomic conditions.

6. **Community:** Establish a system of community supervision and re-entry with comprehensive, collaborative services.

## 5.2 Criminogenic Needs and Community Functioning Factors

The SFAPD and other criminal justice experts around the country have learned through research and practice that recidivism reduction requires focusing on criminogenic needs and community functioning factors; and responding with appropriate service(s) intervention, intensity and duration. Criminogenic needs are dynamic risk factors, which are empirically linked with antisocial behavior. These needs are attributes of an offender that are directly linked to criminal behavior. There are eight criminogenic needs and they are listed below.

The four **BOLDED** criminogenic needs in the table below are the four most critical risk factors:

<b>Criminogenic Factors</b>	<b>Factors Affecting Recidivism Risk</b>	<b>Need or Desired Outcome</b>
<b>Anti-social Attitudes</b>	Attitudes, beliefs, values, and rationalizations supportive of crime; emotional states of anger, resentment, and defiance	Less risky thinking and feelings and adopting a pro-social identity
<b>Antisocial peers and friends</b>	Close association with criminals and relative isolation from pro-social individuals	Reduced association with criminals, enhanced associations with pro-social individuals
<b>Antisocial Personality</b>	Adventurous, pleasure seeking, low self-control, restlessly aggressive	Learning problem solving, self-management, coping, and anger management Skills
<b>Family and/or marital factors</b>	Lack of nurturance, caring, or close monitoring and supervision	Reduced conflict, build positive relationships and communication; enhanced monitoring and supervision
Substance Abuse	Abuse of alcohol and/or drugs	Reduced use, personal and interpersonal supports for substance abuse behavior; enhanced alternatives to Use
Lack of Education	Low levels of performance and satisfaction	Enhanced rewards, performance, and satisfaction
Poor Employment History	Low levels of performance and satisfaction	Enhanced rewards, performance, and satisfaction
Leisure/Recreation	Low levels of involvement and satisfaction in antisocial activities	Enhanced involvement and satisfaction in pro-social activities

## 5.3 Community Functioning Factors

Community Functioning Factors are not Criminogenic, but may create barriers to the offender's success.

Community Functioning Factors
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1. Housing	5. Health and Physical
2. Transportation	6. Mental Health
3. Food	7. Low Self Esteem
4. Anxiety and Stress	

Cross training between the SFAPD and the selected Grantees will advance collaborative thinking on best practices, and how to effectively integrate criminogenic needs, community functioning factors, the COMPAS risk/needs assessment (the tool used by SFAPD), and the ITRP (Individualized Treatment and Rehabilitation Plan – SFAPD’s reentry plan that details criminogenic needs) into the care/reentry plan created by the selected Grantee and client.

Tracking service dosage, also a noted best practice in effective criminal justice interventions is challenging. The SFAPD is interested in Proposers’ best thinking on ways to track service hours, i.e. dosage so that the CASC can move towards being responsive to dosage levels (contingent on needs) that are widely recommended in the criminal justice community.

#### 5.4 SFAPD’s Philosophy of “Second Chances”

The SFAPD believes mistakes and setbacks are a natural part of recovery and rehabilitation. The selected Grantee will commit to providing contiguous case management services at the CASC, in the community and in-custody at the Reentry Pod or other San Francisco County Jail facility; and it will follow a client through different stages towards recovery and rehabilitation. The SFAPD understands that within a comprehensive accountability approach, the selected Grantee may temporarily suspend CASC services for a client whose attitude or behavior is unfitting or unsafe for the environment, however, SFAPD also expects that the selected Grantee will use a timely restorative process to safely and efficiently re-engage the clients in CASC services. The goal is to hold clients accountable and to reconnect them to CASC services opportunities.

#### 5.5 Required Service Elements

The SFAPD is looking to partner with non-profit organizations that have a successful track record of providing forensic behavioral health, substance abuse, and reentry services to high needs populations, as well as experience brokering, coordinating or administering a wide range of criminal justice, reentry, and social services in a high- volume, multi-service reentry center.

Non-profit organizations may apply to one or more of the following program areas:

- **Program Area 1:** CASC Reentry Employment Services
- **Program Area 2:** IPO Employment Case Management

Led by the SFAPD’s Reentry Division, the CASC will serve as a true one-stop reentry center, receiving and triaging multi-disciplinary referrals, provide an array of behavioral health and reentry services, and coordinate closely with other SFAPD funded community partners to create a thriving therapeutic environment which advances the needs of justice involved people.

An underlying purpose of the CASC is to change the negative patterns of behavior, thinking, and feeling that landed a client in the criminal justice system. Services conducted in a dynamic therapeutic environment can help spark intrinsic motivation needed for long-term behavior change. The SFAPD is committed to ensuring that the CASC promotes an energetic “therapeutic environment” – an environment in which facility aesthetics, constructive and interactive staff, client encounters and engagement, and dynamic service strategies promote feelings of safety, dignity, respect and intrinsic motivation amongst clients.



## 5.6

### Description of Services

#### 5.6.1 Program Area 1: CASC Reentry Employment Services

##### **Target Population:**

The target population for these services shall be clients of the SFAPD and other justice involved adults who are San Francisco residents.

This Program Area aims to promote successful reentry strategies and support for justice involved adults. Employment services are critical to successful reentry. Meaningful employment has shown to reduce recidivism, promote economic stability, and provide a sense of purpose. The objective of the CASC Reentry Employment Services is to provide a comprehensive employment services that increase clients' self-efficacy and independence.

The Grantee shall develop and implement employment services that serve the broad needs, experience, skills and goals of justice involved adults who access CASC services. SFAPD expects participation in employment services will instill basic job readiness, enhance clients' economic outlook, and result in access to training and job opportunities and career development.

##### **Objectives:**

The CASC Employment Services shall include the following components:

- Services shall be based out of the CASC
- Job Readiness Training
- Job Placement and Retention Services
- Vocational Training Placement
- Barrier Remediation Services
- Onsite Hiring Events and Job Fairs
  - 12 onsite hiring events and 1 job fair
- Referrals: 200
  - The selected Grantee shall ensure the program will receive at minimum 200 unduplicated referrals annually.
- Intake/Assessments: 175
  - The selected Grantee shall ensure the program will receive at minimum 175 unduplicated intake/assessments annually.
- Completed JRT: 85
- Job Placement: 120
- Job Placement Milestones
  - 30 days: 110
    - 110 participants placed in job will remain in the job at least 30 days
  - 90 days: 90
    - 110 participants placed in job will remain in the job at least 30 days
  - 180 days: 71
    - 110 participants placed in job will remain in the job at least 30 days

##### **Data Collection and Reporting: Selected Grantee will be required to track data as prescribed by SFAPD:**

- Mont Monthly census
- Bi-annual report on required outputs, outcomes, and demographics.
- Other ad hoc reporting as needed to evaluate efficacy of the program

## 5.6.2 Program Area 2: Interrupt, Predict, and Organize (IPO) Employment Case Management

### **Target Population:**

The target population for these services shall be at-risk justice involved individuals between the ages of 18-35 who are San Francisco residents.

The Grantee shall manage the Interrupt, Predict, and Organize (IPO) Employment case management services. In collaboration with other SFAPD funded services, the program will work with Participant's to address substance dependency concerns, mental health challenges, employment needs and life skills through broad, culturally competent services.

### **Objectives:**

The IPO program shall include the following components:

- **Outreach, Referrals and Orientation**

The Grantee shall receive referrals from community and justice partners. Grantee shall regularly engage in outreach to receive referrals to the program and host orientations to referred individuals, particularly those impacted by crime and violence, as part of a strategic effort to prevent violence.

- **Intake and Comprehensive Assessment**

The Grantee's team will conduct an assessment to determine the needs of the Participant.

- **Case Management**

Each Participant will be assigned a Case Manager. Case Managers will create a reentry plan which focuses on employment and self-sufficiency. The plan shall include short and long term goals, objectives, action plan, interventions and timelines. The Grantee shall ensure the coordination of services, which may include working in tandem with other service providers in alignment with the Participant's reentry plan. Case management and engagement must be relevant to the situational and cultural needs of the Participant, and should occur weekly.

- **Employment Placement**

Obtaining permanent is integral to the IPO Case Management Program.

- 70% of participants will attain employment within 6 months of program enrollment
- 40% of participants will successfully complete the program – 6 months of sustained employment.

- **Stipends**

The Grantee shall develop an incentivized stipend program for Participants.

- **Barrier Remediation**

The Grantee shall provide barrier remediation services to Participants of the IPO Program.

- **Program Capacity**

The program shall be prepared to case manage 40 Participants at all times.

- 2 Case Managers at a 20:1 ratio

### **Data Collection and Reporting: Selected Grantee will be required to track data as prescribed by SFAPD:**

- Monthly census.
- Bi-annual report on required outputs, outcomes, and demographics.
- Other ad hoc reporting as needed to evaluate efficacy of the program.

### 5.7 Additional As-Needed Services

Subject to the SFAPD's approval, the agreements awarded under this RFP may be amended in accordance with City requirements to include SFAPD-requested as-needed assistance from the Grantee that is related to the services described in this RFP. The scope and cost of as-needed services will be determined and negotiated by the SFAPD.

## 6 BUDGET PROPOSAL (10 POINTS)

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### 6.1 Price Proposal Format and Allocation of Points

In addition to submitting documents supporting each Minimum Qualification as required by this Solicitation, Proposers shall also submit a complete Price Proposal consisting of each item set forth in **Attachment 4, Budget Proposal Template** ensuring all tabs are completed. The proposed budget must include all items below:

- Estimated personnel costs to support the program, as applicable, for your proposed program, including personnel and fringe.
- Estimated operating costs to support the program, as applicable, for your proposed program including but not limited to utilities, and Information Technology (IT), program supplies, building maintenance, etc.
- Budget justification that provides SFAPD and proposal review panel with detailed information such as why costs are necessary and how they are calculated. Please include your process of cost allocation for this funded program, and the process for defining direct and indirect costs for this funded program.

Please Note: Budget proposal may include indirect rates no higher than 15% of the grant's costs associated with Personnel, Fringe, and Operating Expenses. The Master Lease Cost are not included when calculating the indirect costs.

The Price Proposal Template associated with this Solicitation is attached hereto as Attachment 5. Include a completed Price Proposal Template with your Proposal for each Program Area for which you are submitting Proposal following all instructions set forth therein. The total points allocated to the Lowest Proposed Price shall be determined as follows:

### 6.2 Price Proposal Evaluation Period

The City will attempt to evaluate Price Proposals within one-hundred eighty (180) days after receipt of Proposals. If City requires additional evaluation time, all Proposers will be notified in writing of the new expected award date.

### 6.3 Proposing on Separate Program Area(s)

**Multiple Program Areas:** This Solicitation will result in separate evaluations and awards for one (1) or more Program Area(s). A Budget Proposal Template must be submitted for each Program Area for which the Proposer is submitting a Proposal. Each Program Area will be evaluated separately. The proposed budget for each Program Area shall equal the total cost of all line items within that Budget Proposal submitted for each respective Program Area and shall be evaluated against other Budget Proposals for that Program Area.

## 7 SUPPORTING DOCUMENTATION REQUIRED PRIOR TO GRANT EXECUTION

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Proposers must provide each Required Supporting Documentation (“RSD”) identified below prior to Award. Failure to do so may result in the Proposal being deemed Non-Responsive.

<b>RSD 1</b>	Evidence that Proposer is 12B compliant or likely to become compliant within 30 calendar days of the Proposal Due Date.
<b>RSD 2</b>	<b>Completed Proposal Attachments:</b> <input type="checkbox"/> Attachment 6: HCAO and MCO Declaration Forms* <input type="checkbox"/> Attachment 7: First Source Hiring Form *Not required if previously submitted to and accepted by City and County of San Francisco.
<b>RSD 3</b>	<b>San Francisco Administrative Code Chapter 12L: Public Access to Records and Meetings of Nonprofit Organizations (<a href="#">Click here to read Chapter 12L.</a>)</b> If Proposer receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds: (1) a statement describing Proposer’s efforts to comply with the Chapter 12L provisions regarding public access to Proposer’s meetings and records, and (2) a summary and disposition of all complaints concerning the Proposer’s compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. If no such complaints were filed, the Proposer shall include a statement to that effect. <i>Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Proposer’s Chapter 12L submissions shall be grounds for rejection of the Proposal and/or termination of any subsequent agreement reached on the basis of the Proposal.</i>

## 8 FAILURE TO PROVIDE INSURANCE AND/OR BONDS

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Unless otherwise stated, within ten business days of the receipt of a notice of award of a Grant, the Proposer to whom the grant is awarded shall deliver the specified bond documents and/or insurance certificates and policy endorsements to City. If the Proposer fails or refuses to furnish the required bond and/or insurance within ten days after receiving notice to award a Grant, City may, at its option, determine that the Proposer has abandoned its Proposal. The foregoing in no way limits the damages which are recoverable by City whether or not defined elsewhere in the grant documents.

## 9 CITY’S SOCIAL AND ECONOMIC POLICY REQUIREMENTS

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The San Francisco Municipal Code establishes a number of requirements for people seeking to do business with the City (“Social and Economic Policy Requirements”). The Social and Economic Policy Requirements set forth below are not intended to be a complete list of all Social Policy Requirements applicable to this Solicitation and any grants awarded from it.

### 9.1 Proposers Unable to Do Business with the City

#### 9.1.1 Generally

Proposers that do not comply with laws set forth in San Francisco’s Municipal Codes may be unable to enter into a grant with the City.

### **9.1.2 Administrative Code Chapter 12B**

A Proposer selected pursuant to this Solicitation may not, during the term of the Grant, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code.

### **9.1.3 Health Care Accountability Ordinance**

A Proposer selected pursuant to this Solicitation shall comply with the requirements of Chapter 12Q. For each covered employee who is not subject to Prevailing Wage, an awarded Proposer shall provide the appropriate health benefit set forth in Section 12Q.3 of the Health Care Accountability Ordinance (HCAO). If a Proposer selected pursuant to this Solicitation chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission. Information about and the text of the Chapter 12Q and the Health Commission's minimum standards are available at <http://sfgov.org/olse/hcao>.

[Click here to read HCAO Requirements and Applicability.](#)

## **9.2 Minimum Compensation Ordinance**

A Proposer selected pursuant to this Solicitation shall comply with Administrative Code Chapter 12P. A Proposer selected pursuant to this Solicitation shall pay covered employees who are not subject to Prevailing Wage no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. A Proposer selected pursuant to this Solicitation is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>.

[Click here to read MCO Requirements and Applicability.](#)

## **9.3 First Source Hiring Program**

A Proposer selected pursuant to this Solicitation shall comply with all of the applicable provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code.

[Click here to read First Source Hiring Program Requirements and Applicability.](#)

## **9.4 California Attorney General's Registry of Charitable Trusts**

A Proposer selected pursuant to this Solicitation represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of the Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subgrantees to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subgrantees to remain in good standing with applicable requirements shall be a material breach of the Grant Agreement. [Click here to read about the Registry of Charitable Trusts.](#)

## 10 TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

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### 10.1 How to Register as a City Supplier

The following requirements pertain only to Proposers not currently registered with the City as a Supplier.

**Step 1:** Register as a BIDDER at City's Supplier Portal:

<https://sfcitypartner.sfgov.org/pages/index.aspx>

**Step 2:** Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector's Office and submit Chapter 12B and 12C forms through the Supplier portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

- **City Business Tax Registration Inquiries:** For questions regarding business tax registration procedures and requirements, contact the Tax Collector's Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.
- **Chapter 12(B) and 12(C) Inquiries:** For questions concerning the City's Chapter 12(B) and 12(C) Equal Benefits and Non-Discrimination in Contracting requirements, go to: [www.sfgov.org/cmd](http://www.sfgov.org/cmd).

### 10.2 Proposal Questions and Submissions

#### 10.2.1 Proposer Questions and Requests for Clarification

Proposers shall address any questions regarding this Solicitation to [APD-Contracting@sfgov.org](mailto:APD-Contracting@sfgov.org). Proposers who fail to submit questions concerning this Solicitation and its requirements will waive all further rights to protest based on the specifications and conditions herein. **Questions must be submitted by email to [APD-Contracting@sfgov.org](mailto:APD-Contracting@sfgov.org) no later than the Deadline for Questions due date.**

A written Addendum will be executed addressing each question and answer and posted publicly. It is the responsibility of the Proposer to check for any Addenda and other updates that will be posted on the City's Supplier Portal:

<https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>.

#### 10.2.2 Proposal Format

Proposals must be created using a word processing software (e.g. Microsoft Word or Excel) and typed in a serif font (e.g.-Times New Roman). The document must have page margins of at least .5" on all sides. Information must be provided at a level of detail that enables effective evaluation and comparison between Proposals. Failure to follow formatting, submission, or content requirements, as well as page limit restrictions (if any), may negatively impact the evaluation of your Proposal.

#### 10.2.3 Time and Place for Submission of Proposals

Prior to the Proposal submission deadline, Proposers must email their complete Proposals to [APD-Contracting@sfgov.org](mailto:APD-Contracting@sfgov.org). Each original Proposal received will be screened to ensure that all content required by this Solicitation is included. Partial or complete omission of any required content may disqualify Proposals from further consideration. Late Proposal submissions will not be considered and failure to adhere to the above requirements may result in the complete rejection of your Proposal.

**Proposers are encouraged to email their Proposals to [APD-Contracting@sfgov.org](mailto:APD-Contracting@sfgov.org) as early as possible to address any technical issues that may arise during the submission process.**

### **10.3 Proposal Addenda**

The City may modify this Solicitation, prior to the Proposal Due Date, by issuing an Addendum to the Solicitation, which will be posted on the San Francisco City Partner solicitation opportunities webpage (<https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>). **The Proposer shall be responsible for ensuring that its Proposal reflects any and all Addenda issued by the City prior to the Proposal Due Date regardless of when the Proposal is submitted.** Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposal Due Date, to determine if the Proposer has downloaded all Solicitation Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the subject Solicitation.

### **10.4 Public Disclosure**

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Grants, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a grant has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a grant or other benefit until and unless that person or organization is awarded the grant or benefit.

If the City receives a Public Records Request ("Request") pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) of the Request and to provide the Proposer with a description of the material that the City deems responsive and the due date for disclosure ("Response Date"). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production ("Withholding Directive"), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

### **10.5 Limitation on Communications During Solicitation**

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancelation or final Award), Proposers and their subgrantees, vendors, representatives and/or other parties under Proposer's control, shall communicate solely with the Grant Administrator whose name appears in this Solicitation. Any attempt to communicate with any party other than the Grant Administrator whose name appears in this Solicitation – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

### **10.6 Proposal Selection Shall not Imply Acceptance**

The acceptance and/or selection of any Proposal(s) shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further approvals before the City may be legally bound thereby.

## **10.7 Solicitation Errors and Omissions**

Proposers are responsible for reviewing all portions of this Solicitation. Proposers are to promptly notify the City, in writing and to the Solicitation contact person if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the Solicitation. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Modifications and clarifications will be made by Addenda as provided below.

## **10.8 Objections to Solicitation Terms**

Should a Proposer object on any ground to any provision or legal requirement set forth in this Solicitation, the Proposer must, no later than the deadline for questions, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

## **10.9 Protest Procedures**

### **10.9.1 Protest of Non-Responsiveness Determination**

Within three (3) business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest of Non-Responsiveness. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **10.9.2 Protest of Non-Responsible Determination**

Within three (3) business days of the City's issuance of a Notice of Non-Responsibility, a Proposer may submit a written Notice of Protest of Non-Responsibility. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **10.9.3 Protest of Grant Award**

Within three (3) business days of the City's issuance of a Notice of Intent to Award, a Proposer may submit a written Notice of Protest of Grant Award. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **10.9.4 Delivery of Protests**

A Notice of Protest must be written. Protests made orally (e.g., by telephone) will not be considered. A Notice of Protest must be delivered by mail or email to the Grant Administrator whose name and contact information appears on the cover page to this Solicitation and received by the due dates stated above. A Notice of Protest shall be transmitted by a means that will objectively establish the date the City received the Notice of Protest. If a Notice of Protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein.



#### **10.10 Proposal Term**

Submission of a Proposal signifies that the proposed products, services and prices are valid for 180 calendar days from the Proposal Due Date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the Proposal may remain valid beyond the 180-day period in the circumstance of extended negotiations.

#### **10.11 Revision to 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, but no later than the Proposal Due Date and time. 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 City may require a Proposer to provide oral or written clarification of its Proposal. The City reserves the right to make an award without further clarifications of Proposals received.

#### **10.12 Proposal Errors and Omissions**

Failure by the City to object to an error, omission, or deviation in the Proposal will in no way modify the Solicitation or excuse the Proposer from full compliance with the specifications of this Solicitation or any grant awarded pursuant to this Solicitation.

#### **10.13 Financial Responsibility**

The City accepts no financial responsibility for any costs incurred by a Proposer in responding to this Solicitation. Proposers acknowledge and agree that their submissions in response to this Solicitation will become the property of the City and may be used by the City in any way deemed appropriate.

#### **10.14 Proposer's Obligations under the Campaign Reform Ordinance**

If a grant awarded pursuant to this Solicitation has (A) a value of \$100,000 or more in a fiscal year and (B) requires the approval of an elected City official, Proposers are hereby advised:

1. Submission of a Proposal in response to this Solicitation may subject the Proposers to restrictions under Campaign and Governmental Conduct Code Section 1.126, which prohibits City Grantees, Proposers, and their affiliates from making political contributions to certain City elective officers and candidates; and
2. Before submitting a Proposal in response to this Solicitation, Proposers are required to notify their affiliates and subgrantees listed in the awarded grant or Proposal of the political contribution restrictions set forth in Campaign and Governmental Conduct Code section 1.126.

This restriction applies to the party seeking the grant, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subgrantees listed in the awarded grant or Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a grant until either: (1) negotiations are terminated and no grant is awarded; or (2) twelve months have elapsed since the award of the grant.

A violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at (415) 252-3100 or go to <https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders>.

#### **10.15 Reservations of Rights by the City**

The issuance of this Solicitation does not constitute a guarantee by the City that a grant will be awarded or executed 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 the Solicitation;
4. Prior to 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 Solicitation, or the requirements for contents or format of the Proposals;
5. Procure any materials, equipment or services specified in this Solicitation by any other means; or
6. Determine that the subject goods or services are no longer necessary.

#### **10.16 No Waiver**

No waiver by the City of any provision of this Solicitation shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this Solicitation.

#### **10.17 Other**

1. The City may make such investigation, as it deems necessary, prior to the award of this grant to determine the conditions under which the work is to be performed. Factors considered by the City shall include, but not be limited to:
  - a. Any condition set forth in this Solicitation;
  - b. Adequacy of Proposer's facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
  - c. Delivery time(s).
2. City reserves the right to inspect an awarded Proposer's place of business prior to award of and/or at any time during the grant term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.
3. Failure to timely execute a grant agreement, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required, shall be deemed an abandonment of a grant offer. The City, in its sole discretion, may select another Proposer and may proceed against the original selectee for damages.
4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period of time requested.
5. Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a grant award.