

**RFP #2023-02: ASYLUM IMMIGRATION LEGAL SERVICES FOR TRANSGENDER  
AND GENDER-NONCONFORMING IMMIGRANTS  
NOTICE OF INTENT TO AWARD  
OCTOBER 30, 2023**

TO ALL APPLICANTS:

Thank you for responding to the Request for Proposals (RFP) #2023-02 for Asylum Immigration Legal Services for Transgender and Gender-Nonconforming Immigrants grant by the City and County of San Francisco (the City), Office of Civic Engagement & Immigrant Affairs (OCEIA). We appreciate the time and effort invested in your proposals and thank you for your patience and cooperation with the process.

The City has completed its evaluation of applications to RFP #2023-02: Asylum Immigration Legal Services for Transgender and Gender-Nonconforming Immigrants and this serves as the City's notice of intent to award grants and begin grant negotiations with the following Applicant:

**Center for Immigrant Protection dba The LGBT Asylum Project**

The City is providing this notification pursuant to the rules and regulations pertaining to the San Francisco Administrative Code, Section 21.3(i). Protests on the intended award of these grants must be received by the Office of Civic Engagement & Immigrant Affairs no later than:

**5:00 p.m. PT on Monday, November 6, 2023**

**PROTEST OF CONTRACT AWARD**

Please note that selection for grant negotiations does not guarantee a grant with the City. If you believe that the City has incorrectly selected another proposer (applicant) for a grant award, you may submit a written notice of protest. The notice of protest must be received by the City on or before the fifth working day after the issuance of the Notice of Intent to Award. The notice of protest must be received by the Office of Civic Engagement & Immigrant Affairs by 5:00 p.m. PT on Monday, November 6, 2023, and must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the respondent, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.



## **DELIVERY OF PROTESTS**

All protests must be received electronically via email by 5:00pm on Monday, November 6, 2023. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or by fax will not be considered. Protests must be sent via email by the above date and time to be considered. An electronic response confirming receipt of the protest will be sent within 24 hours of receipt of the original message.

Protests must be delivered to:

Executive Director  
Office of Civic Engagement & Immigrant Affairs  
1155 Market Street, 1<sup>st</sup> Floor, San Francisco, CA 94103  
Email: [civic.engagement@sfgov.org](mailto:civic.engagement@sfgov.org)

The subject line of the email protest should read:

**Protest RFP #2023-02: Asylum Immigration Legal Services for Transgender and Gender-Nonconforming Immigrants**

If the City determines that a meeting with the party submitting the appeal is necessary, such meeting will be scheduled within ten (10) calendar days of the receipt of a protest to review and attempt to resolve the protest.

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