
**REQUEST FOR PROPOSALS:
ASYLUM IMMIGRATION LEGAL SERVICES FOR TRANSGENDER
AND GENDER-NONCONFORMING IMMIGRANTS**

INFORMATION PACKET #2023-02

Date Issued: Tuesday, October 3, 2023
Deadline to Submit RFP Questions: 5:00 p.m. PT, Friday, October 13, 2023
Proposals Due: 5:00 p.m. PT, Tuesday, October 24, 2023



ASYLUM IMMIGRATION LEGAL SERVICES FOR TRANSGENDER AND GENDER-NONCONFORMING IMMIGRANTS

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I. OVERVIEW

This overview is intended to assist applicants with the Request for Proposal (“RFP”) process for Asylum Immigration Legal Services for Transgender and Gender-Nonconforming Immigrants. Please read this section carefully, along with the RFP, to determine whether your organization and proposed project align with the strategic goals and priorities of the program as outlined in this document. These goals and priorities, as well as each applicant’s demonstrated expertise to achieve outcomes will be the basis upon which all funding decisions are made.

The Office of Civic Engagement & Immigrant Affairs (“OCEIA”) is accepting proposals for an Asylum Immigration Legal Services for Transgender and Gender-Nonconforming Immigrants, a competitive grant opportunity for nonprofit and community-based organizations based in the City & County of San Francisco (“the City”) to plan and develop a set of programs and services for immigrants in San Francisco. This grant opportunity will focus on providing defensive immigration legal services for asylum seekers. This RFP will provide up to \$125,000 annually in one grant:

- Asylum Immigration Legal Services for Transgender and Gender-Nonconforming Immigrants

Applications are due by 5:00 p.m. PT on Tuesday, October 24, 2023.

The RFP process will select San Francisco non-profit/community-based organizations (“CBOs”) and/or a collaborative with access to and expertise in one or more of the identified project priority areas.

All program activities must be conducted in San Francisco and will be focused on, but not limited to, specific at-risk or targeted communities as defined below.

Applicants should propose activities that leverage their own ability to reach and motivate targeted populations while employing street-smart, relevant, and creative approaches.

Selected applicants must demonstrate the cultural and linguistic competence, credibility, and capacity to reach, assist, and motivate targeted populations and communities to action. As determined by OCEIA, selected applicants must coordinate closely with the City and other program partners to achieve outcomes that will benefit targeted populations and all San Francisco residents.

Costs incurred by applicants in responding to this RFP are entirely the responsibility of the applicants and will not be reimbursed.

All questions regarding this RFP must be submitted by **5:00 p.m. PT on Friday, October 13, 2023** and will be posted at OCEIA’s website <https://sf.gov/oceiagrants>, by 5:00 p.m. PT on Monday,

October 16, 2023. OCEIA will not respond to questions submitted after the above deadline. Questions may be emailed to civic.engagement@sfgov.org. **To ensure that all applicants have access to the same information, OCEIA staff members are not permitted to answer RFP content questions via telephone or in person.**

All proposals must be submitted electronically in Microsoft Word or PDF format to civic.engagement@sfgov.org and received by OCEIA no later than **5:00 p.m. PT on Tuesday, October 24, 2023**. An email response will be sent within 24 hours to confirm receipt of completed proposals submitted on time.

Applicants to this program bear the sole responsibility for ensuring that all submitted proposals, including attachments and application forms, are complete, accurate, and received on time. Incomplete proposals or proposals sent after 5:00 p.m. PT on the due date or thereafter will not be accepted — no exceptions.

II. NOTICE OF AVAILABILITY OF REQUEST FOR PROPOSALS

III. SCHEDULE

**REQUEST FOR PROPOSALS SCHEDULE
SAN FRANCISCO
ASYLUM IMMIGRATION LEGAL SERVICES FOR TRANSGENDER AND GENDER-
NONCONFORMING IMMIGRANTS
RFP# 2023-02
Contact: Office of Civic Engagement & Immigrant Affairs
Email: civic.engagement@sfgov.org | Telephone: 415.581.2360**

SCHEDULE*		CITY-APPLICANT COMMUNICATIONS The Office of Civic Engagement & Immigrant Affairs (OCEIA) is the authorized Department overseeing various programs and grants under this RFP. Applicants are directed not to contact officials of the city or any other employees outside of OCEIA regarding this RFP. Unauthorized contact may be cause for rejection of proposals at the City’s sole and absolute discretion.
Notice of Funding Availability	October 2, 2023	
RFP Available Online	October 3, 2023	
Deadline to Submit RFP Questions to OCEIA	October 13, 2023 5:00 p.m. PT	
Answers to RFP Questions Posted Online	October 16, 2023 5:00 p.m. PT	
Proposal Due Date	October 24, 2023 5:00 p.m. PT	
Proposal Review	October 25-30, 2023	
Contract Award Intent Notification	October 30, 2023	
Protest Period Ends	November 6, 2023	
Final Grant Agreements/Work Plans Due	November 20, 2023	
Service Implementation Begins	November 2023	
End of Grant Cycle	June 30, 2025	

*All dates are subject to change at the discretion of OCEIA. Please check the OCEIA website for the latest schedule.

IV. REQUEST FOR PROPOSALS #2023-02 ASYLUM IMMIGRATION LEGAL SERVICES FOR TRANSGENDER AND GENDER-NONCONFORMING IMMIGRANTS

General terms used in this RFP:

“Applicant” refers to any entity submitting a proposal to this Request for Proposals (“RFP”). “Grantee” refers to the applicant awarded an agreement for services under this RFP. “City” refers to the City and County of San Francisco. The Office of Civic Engagement & Immigrant Affairs (“OCEIA”), a division of the City Administrator’s Office/General Services Agency (“CAO/GSA”), is the authorized City department responsible for overseeing all Language Access programs and grants.

“CBOs” refers to community-based organizations located in San Francisco.

“Gender Non-Conforming” refers to people whose gender expression differs from conventional expectations of masculinity and femininity or doesn’t align with the societal expectations and norms associated with the gender they were assigned at birth.

“LEP” refers to Limited-English Proficient individuals: individuals for whom English is not a primary language, do not read, write, speak or understand English well, and/or are unable to otherwise communicate effectively in English because this is not their native or primary language.

“Queer” is a word that describes sexual and gender identities other than straight and cisgender.

“Transgender” is an umbrella term for people whose gender identity and/or gender expression differs from what is associated with their sex assigned at birth. People under the transgender umbrella may describe themselves using one or more of a wide variety of terms, including transgender or trans.

A. INTRODUCTION AND BACKGROUND

OCEIA is a policy, compliance, direct services, and grant-making office that promotes civic participation and inclusive policies to improve the lives of San Francisco’s residents, particularly immigrants, newcomers, underserved, and vulnerable communities. OCEIA seeks to bridge cultural, linguistic, and economic barriers to ensure that San Francisco’s diverse residents have equal access to City services and opportunities to participate and contribute in meaningful ways to the success of the community and to the City.

OCEIA’s integrated civic engagement and immigrant assistance programs involve culturally and linguistically competent, relevant and creative approaches to engage, inform, and mobilize the public, and ensure equity, inclusion, and meaningful participation. Specifically, OCEIA directs programs that assist immigrants and their families, including citizenship, immigration legal services, civic participation, community capacity, and language access.

B. ASYLUM IMMIGRATION LEGAL SERVICES FOR TRANSGENDER AND GENDER-NONCONFORMING IMMIGRANTS PROJECT PURPOSE

The Asylum Immigration Legal Services for Transgender and Gender-Nonconforming Immigrants project is a natural extension of OCEIA’s ongoing efforts to ensure that San Francisco’s immigrant residents and newcomers are able to access the comprehensive range of protections and opportunities currently available to them. This grant opportunity will focus on supporting transgender and gender-nonconforming immigrants with defensive asylum immigration legal services. Potential applicants are encouraged to carefully read all eligibility and program requirements before applying.

Program Priorities & Goals

This grant involves expanding access for asylum immigration legal services (primarily defensive) and related legal services and representation for transgender and gender-nonconforming immigrants in San Francisco in danger of being deported to countries of origin where their safety would be compromised due to gendered violence.

Project Requirements, Services & Eligibility

At minimum, the project should meet the following requirements and include the following services in order to be eligible for funding:

- ✓ Provide defensive asylum and related legal services, and representation to transgender and gender-nonconforming immigrants with a focus on asylum services for vulnerable individuals in danger of deportation to countries of origin where safety will be compromised due to gendered violence.
- ✓ Identify and provide reputable, free immigration legal services including consultations, application preparation and processing, representation, and interview accompaniment for TGNC immigrants seeking asylum.
- ✓ Provide other asylum support services such as community navigation, outreach, and referrals to connected services such as safety, housing, and health and social services.
- ✓ Grantee recipient is expected to coordinate their efforts with OCEIA, City departments, and other identified partners to leverage resources and address service or policy gaps.

Funding Availability & Terms:

Funding is available for the following category and **annual** ranges as indicated. OCEIA may choose to provide multiple year grants depending on available funds:

CATEGORY	ANNUAL GRANT AMOUNT	# OF GRANTS	GRANT TERM
ASYLUM IMMIGRATION LEGAL SERVICES FOR TRANSGENDER & GENDER-NONCONFORMING IMMIGRANTS	Up to \$125,000 per year (\$250,000 total)	1 Grant	2 years (Nov 2023- June 2025)

**All amounts subject to available funds. OCEIA may choose to increase funding, provide multiple year grants, or extend grants by up to two additional years based on availability of funds*

C. ELIGIBILITY AND USE OF FUNDS

The Asylum Immigration Legal Services for Transgender and Gender-Nonconforming Immigrants RFP process is open to all San Francisco-based non-profit 501(c) (3) organizations that wish to implement projects as outlined in this RFP. To be eligible for a grant, proposed projects must:

- ✓ Be located in San Francisco with all major activities taking place in San Francisco.
- ✓ Serve the targeted populations in San Francisco (residents or individuals who live, work or attend school in the City).
- ✓ Must be a 501(C)(3) non-profit corporation registered with the Internal Revenue Service; and must be in good standing with the State of California's Registry of Charitable Trusts.
- ✓ Demonstrate that staff performing the work have cultural and linguistic competency in reaching and engaging the targeted populations.
- ✓ Demonstrate a long-term benefit to the identified San Francisco populations and City.
- ✓ Provide a time-bound schedule of when activities will occur and corresponding budget
- ✓ Demonstrate organizational capacity, history and track record of successfully providing the activities and services within the proposed category.
- ✓ Propose achievable goals, specific activities and measurable objectives.
- ✓ Be willing to work as a collaborative with other grantees and OCEIA.
- ✓ Utilize standardized procedures, processes and tools as designated by OCEIA.

The City reserves the right to:

1. Not allocate the full amount of available funding, provide additional funding, combine (or make adjustments in the number of) grants and/or award amounts for this program if insufficient qualified proposals are received;
2. Request modifications of project goals and activities to avoid duplication and/or increase coordination, or to ensure appropriate services to high need communities; and to,
3. Reject any and all proposals.

Compliant City Supplier

All applicants, or their fiscal sponsors, must be compliant city suppliers in order to be eligible for funding. All proposals will be screened prior to the review process and non-compliant organizations will not be considered. To determine if an applicant organization or fiscal sponsor is compliant, contact (415) 944-2442. Applicants may obtain the necessary forms online: <https://sfcitypartner.sfgov.org/pages/index.aspx>.

Applicants Representing a Collaborative

Applicants representing a collaborative must have an existing written agreement or evidence of a prior coalition relationship with each collaborative member, in addition to demonstrating a successful track record of performing work as described in this RFP. A single application from the lead agency or fiscal sponsor must be submitted. OCEIA may require additional documentation

and forms from each of the collaborative members at a later time. The lead agency or fiscal sponsor will be responsible for collecting and providing all documents as requested by OCEIA.

Note: Successful applicants will be required to execute and meet the provisions of a grant agreement. Additional documentation, including an annual work plan and an annual budget, must be completed and approved by OCEIA prior to any funds being committed or spent. Financing is based on a schedule to be determined by OCEIA. Successful applicants will be expected to participate in all OCEIA joint activities and financial/data reporting systems. Expenses incurred prior to start of the contract are not eligible for reimbursement.

The use of City funds is subject to numerous local requirements. A few of the requirements are listed below and are briefly summarized.

- ✓ **Accessibility:** programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.
- ✓ **Non-Discrimination:** agencies must comply with federal, state and San Francisco prohibitions against discrimination in fair housing and equal employment opportunity, and in awarding contracts. Agencies must also comply with the Equal Benefits Ordinance for domestic partners.
- ✓ **Procurement:** projects must comply with federal conflict of interest regulations, and regulatory procedures for obtaining and contracting for goods and services.
- ✓ **Ineligible Reimbursements:** funds for activities occurring prior to the commencement date of the grant agreement cannot be reimbursed.
- ✓ **Religious Activity:** funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.
- ✓ **Political Activity:** funds may not be used for political activity.

D. REVIEW PROCESS, SCHEDULE AND SELECTION CRITERIA

All submitted proposals will be initially screened by OCEIA staff to determine completeness and eligibility. Incomplete or ineligible proposals will not be considered. Evaluation and rating of eligible proposals will be conducted by a committee of OCEIA and City staff and/or subject matter experts. Please see the schedule outlined in Section III for specific dates and times.

Applicants selected for contract negotiations are not guaranteed a contract. The selection of any applicant for contract negotiations shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiation and approvals before the City may be legally bound.

Proposal Evaluation Criteria (100 points)

Each proposal will be evaluated in accordance with the criteria below.

<p>A.</p>	<p>Applicant Qualifications, Capacity and Experience</p> <ol style="list-style-type: none"> 1. How well does the proposal clearly and specifically demonstrate the applicant’s structural capacity, experience, and proven approach delivering activities and services specified in the RFP? 2. Do the applicant’s staff members proposed to perform the work have sufficient qualifications and experience to implement the proposed services, and does the proposal provide proof of this? 3. Do proposed staff reflect the communities served and what evidence of cultural and linguistic competency is provided? <p>Does the applicant have a proven track record of successfully serving or engaging the targeted populations and what evidence is given?</p>	<p>30 points</p>
<p>B.</p>	<p>Project Approach, Activities and Outcomes</p> <ol style="list-style-type: none"> 1. How well does the proposal clearly, directly and specifically relate and respond to the needs and requirements outlined in the RFP? 2. Are the proposed activities culturally and linguistically relevant and appropriate for the targeted populations? 3. Clearly outlines thoughtful strategy and approach to the project, including measured and relevant goals, objectives and evidence-based practices that inform project design. 4. Describes the services to be provided and relevant operational details (types of activities; # of hours; frequency, methods and location of services) 5. Describes the qualitative and quantitative outcomes to be achieved and projections of the accomplishments to be achieved for each activity or function proposed (e.g. # activities or # served) 6. Provides a project timeline including all major milestones and target dates and plan to manage unanticipated project hurdles 	<p>40 points</p>
<p>C.</p>	<p>Project Budget & Costs</p> <ol style="list-style-type: none"> 1. Are the costs, work efforts, approaches and timeframes appropriate and reasonable for the proposed activities? 2. Provides a thorough narrative justification for items in the budget 3. Describes the financial tracking systems and capabilities needed to generate all financial information for required reports, including data needed to monitor, evaluate and modify program performance. 4. Provides clear explanation and rationale for management fees/fiscal fees 	<p>20 points</p>
<p>D.</p>	<p>Submission Requirements and Proposal Information</p> <ol style="list-style-type: none"> 1. Does the proposal adhere to the submission requirements set forth in the RFP? 2. Is the information provided complete, accurate and applicable to the RFP? 	<p>10 points</p>
<p>TOTAL POINTS POSSIBLE</p>		<p>100 points</p>

E. PROTEST PROCEDURES

Protest of Non-Responsiveness Determination

Within five business days of the City's issuance of a notice of non-responsiveness, any respondent that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth business day following the City's issuance of the notice 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 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.

Protest of Grant Award

Any applicant that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest by mail or e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before 5:00pm PT Monday, November 6, 2023. The notice of protest 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 proposer, 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 by 5:00 p.m. PT 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 delivered to:

Office of Civic Engagement & Immigrant Affairs

1155 Market Street, 1st Floor, San Francisco, CA 94103

Email: civic.engagement@sfgov.org

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.

V. APPLICATION FORM

Applicants must use the attached form (Attachment A) which has been prepared to streamline and simplify the application process. Applicants are encouraged to be concise and include only essential and specific information as requested.

Applicants are directed not to alter, delete, or otherwise change any section in the form. All sections in the form must be completed with the required information. Additional information related to the proposal may be included in an attachment. OCEIA reserves the right to request additional information or documents after the due date if needed.

Proposed work plans are subject to final approval by OCEIA during contract negotiations and successful applicants may be asked to change details of their proposed plans.

Completed application forms should be prepared and submitted as either a Microsoft Word or PDF file or in a ZIP file and emailed to civic.engagement@sfgov.org with the subject line: RFP#2023-02 Asylum Immigration Legal Services for Transgender and Gender-Nonconforming Immigrants.

All proposals must be received by 5:00 p.m. PT on Tuesday, October 24, 2023 to be considered.

A confirmation and Grant Applicant Identification number will be sent via email within 24 hours of receipt of the proposal by OCEIA.