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| ***REQUEST FOR QUALIFICATIONS (RFQ) # 87* Grantee Capacity Building for the Human Rights Commission**  **CONTACT: Terry Jones, Finance Division, hrc-grants@sfgov.org** |

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

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

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

**A. Proposal, Budget & Budget Narrative**

## Applicant Qualifications and Staff Assignments (40 Points)

* 1. Describe your organization, your services, and the populations you serve **(15 points).** Indicate how your organization aligns with and contributes to the Dream Keeper Initiative’s mission to ensure San Francisco’s diverse Black communities are experiencing joy, feelings of safety, advancing educationally and economically, are holistically health, and are thriving.
  2. Describe your staffing plan for the proposed project **(25 points).**
     1. Service Area 1: If the executive director or other agency leadership will need to invest time in coaching, networking, etc., the staffing plan should address who will support operations in the director’s absence. This may include: shifting certain responsibilities to other staff while ensuring staff have the bandwidth and skills to take on tasks; or hiring new staff or consultants to close operational gaps.
     2. Service Area 2: Describe what makes your organization and your lead staff uniquely capable of implementing the services sought after by this Service Area. Include any past experience successfully implementing similar projects or activities, including with community-driven organizations in the startup or early development phase.
     3. Both Service Areas: If staff or consultants will be hired, the staffing plan should outline how you will ensure that their skills and qualifications will be aligned with program needs.
     4. Both Service Areas: Please include a chart listing your organization’s staff using the below template. Include any volunteers/unpaid staff who are integral to implementing your organization’s mission.

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| --- | --- | --- | --- | --- | --- |
|  | Staff Name | Title | Paid or Volunteer | Years of Experience in this Type of Role | Ave # Hours Per Week |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
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3. Scope of Work (45 points; Additional 5 points for current DKI funding)

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

1. Service Area 1: Please describe your proposed capacity building effort, including:
   1. Context (10 points): The specific area(s) you have selected to address and why.
   2. Goals (5 points): The goals of the proposal and how they align with this RFQ.
   3. Approach (10 points): The activities, steps, systems, and infrastructure to be conducted or implemented, including a timeline.
   4. Impact (10 points): How will you track the impact and success of this program? What are the performance measures you will use to determine if the project was successful? How will data be collected, analyzed, and reported to measure impact?
   5. Sustainability (10 points): Describe your strategies regarding how learnings and new programs will be a) implemented during the grant period and (b) sustained, including what strategies you will aim to implement after the grant period.
   6. Current DKI Funding (Either 0 points or 5 points): If your organization has a DKI grant that is current as of the issue date of this RFQ and will still be in effect on the estimated start date of the grant period (February 1, 2024), please provide the name of the funding Department and the dates of the grant. Organizations with a current DKI grant will receive an additional 5 points.
2. Service Area 2:
   1. Approach (15 points): Provide detailed goals and objectives. Include any evidence-based practices that inform your project design as well as how you will tailor your approach to meet the unique needs of Dream Keeper Initiative grantees.
   2. Services (15 points): Describe the services to be provided, including the type and modality of organizational assessment that you will use, the design of your cohort facilitation model, any additional supportive services that you propose (other than those specifically requested in this RFQ), and how they will lead to successful outcomes.
   3. Impact and Outcomes (15 points): How will you track the impact and success of this program? What are the performance measures you will use to determine if the project was successful? How will data be collected, analyzed, and reported to measure impact?

5. Budget Narrative (15 points)

Provide a budget for your use of funds. Below is a suggested format.

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

Provide a budget narrative describing your use of funds.

6. Completeness of Response Submission (0 points)

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