

SAN FRANCISCO DEPARTMENT OF
CHILDREN, YOUTH & THEIR FAMILIES

2024-2029

RFP

Reader Handbook

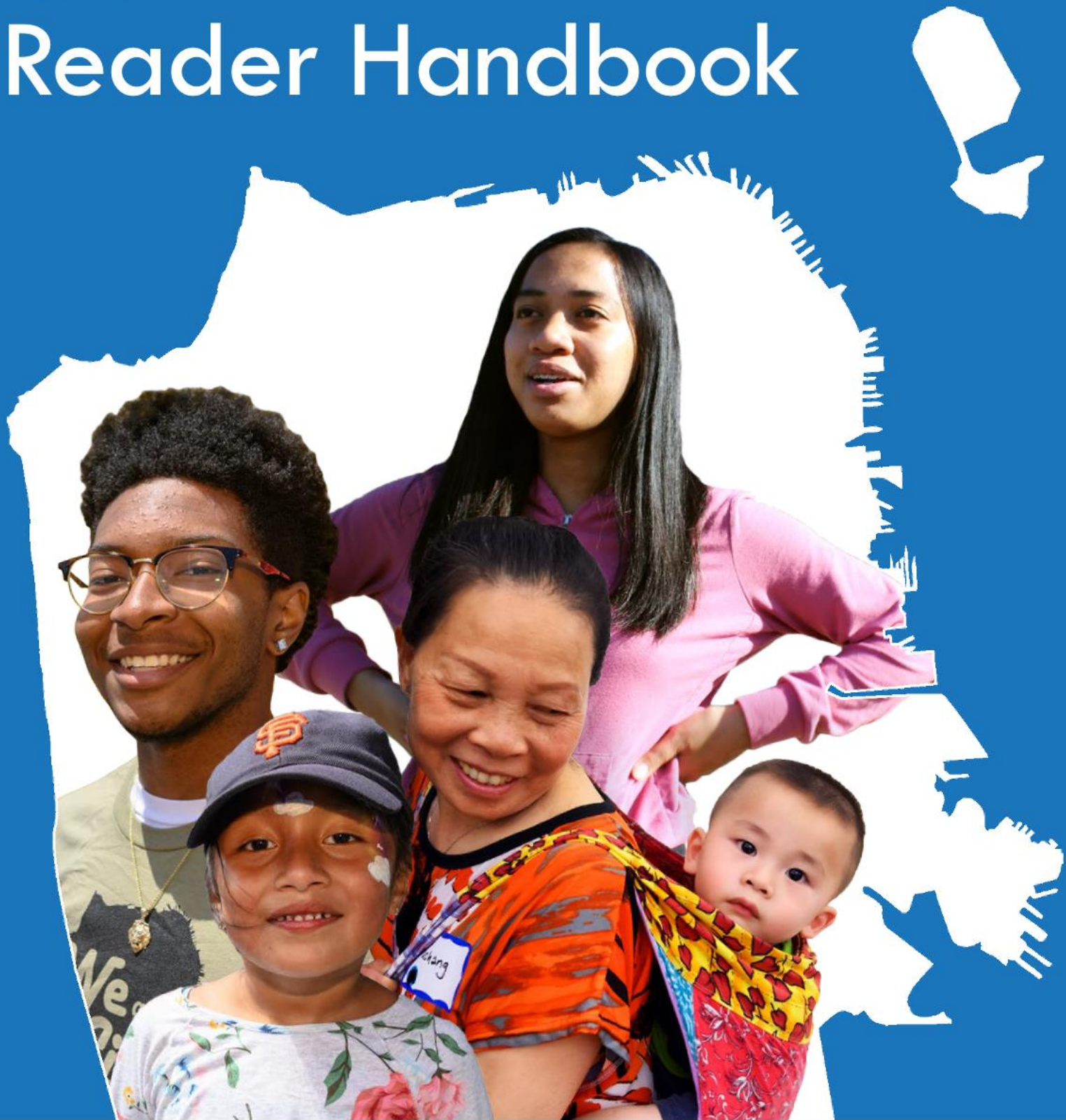


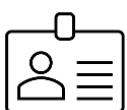
TABLE OF CONTENTS

Thank you for being a reader for DCYF’s 2024-2029 RFP! Your role is invaluable to our process!

ABOUT DCYF	1
The Children & Families First Initiative & DCYF	1
DCYF’S Planning Cycle	1
Strategic Pillars & Commitment to Equity	2
Target Populations	3
DOING THINGS DIFFERENTLY IN THE 2024-2029 FUNDING CYCLE	4
2024-2029 RFP OVERVIEW	5
Total Funds Available	5
DCYF’s Results	5
Results Area 1: Children & Youth Are Ready to Learn & Succeed In School.....	6
Results Area 2: Youth Are Ready for College, Work & Productive Adulthood.....	7
Results Area 3: Children & Youth Are Supported By Nurturing Families & Communities.....	8
Results Area 4: Children & Youth Are Physically & Emotionally Healthy	9
PREPARING TO READ & SCORE	10
Understanding Your Role.....	10
Matching RFP Readers to Proposals	10
Dealing With Conflicts of Interest	10
Scoring Proposals in the RFP System	11
Accessing the RFP System	11
Navigating the RFP System.....	11
Reader Payments.....	13
READING & SCORING	15
RFP & Reading & Scoring Timeline	15
What to Expect When Proposals Go Out	15
Reading & Scoring Dos and Don’ts	15

CONTACT INFORMATION:

Please reach out to DCYF if you have any questions about reading and scoring for the 2024-2029 RFP.



Bonnie Ma

Assistant to the Director of Program, Planning & Grants

Bonnie.Ma@dcyf.org

(628) 652-7107

ABOUT DCYF

Since 1991, the Department of Children, Youth and Their Families (DCYF) has administered San Francisco's powerful investments in children, youth, transitional age youth and young adults (TAY/A) and their families through the Children & Youth Fund. The people of San Francisco made a unique, first of its kind commitment to our community by dedicating property tax revenues to fund vital services for our city's children and youth, and their families. DCYF is committed to allocating those dollars to maximize impact. Our work brings together City agencies, schools, and community-based organizations (CBOs) to help the City's youth and families lead lives full of opportunity and happiness. DCYF and our partners have a proud history of funding high-quality, culturally relevant and empowering services with a deep commitment to advancing equity and healing trauma. Through our work, we help children and youth to:

- Be healthy
- Succeed in school and prepare for the future
- Engage in positive activities when school is out
- Contribute to the growth, development, and vitality of San Francisco and
- Live in safe and supported communities

Our purpose extends far beyond funding: we are a strong voice at the heart of San Francisco's commitment to children, youth, TAY/A, and their families. We combine broad experience, community engagement, creative thinking, and thoughtful decision making to improve access to services and make a measurable impact. Over the past 32 years, San Francisco has become home to some of the best practices and programs in the nation. The primary foci of DCYF funding fall across twelve Service Areas with two that focus on assessment and support: Early Care and Education; Out of School Time; Educational Supports; Enrichment, and Skill Building; Justice Services; Youth Workforce Development; Youth Empowerment; Emotional Well-Being; Outreach and Access; Family Empowerment; Evaluation and Technical Assistance and Capacity Building. Our investments are equitable and holistic, offering avenues to enhance learning, while simultaneously creating healthy family and community environments to support individual growth. With this Request for Proposals (RFP), DCYF aims to fund the services that will be most likely to improve the lives of children, youth, and families.

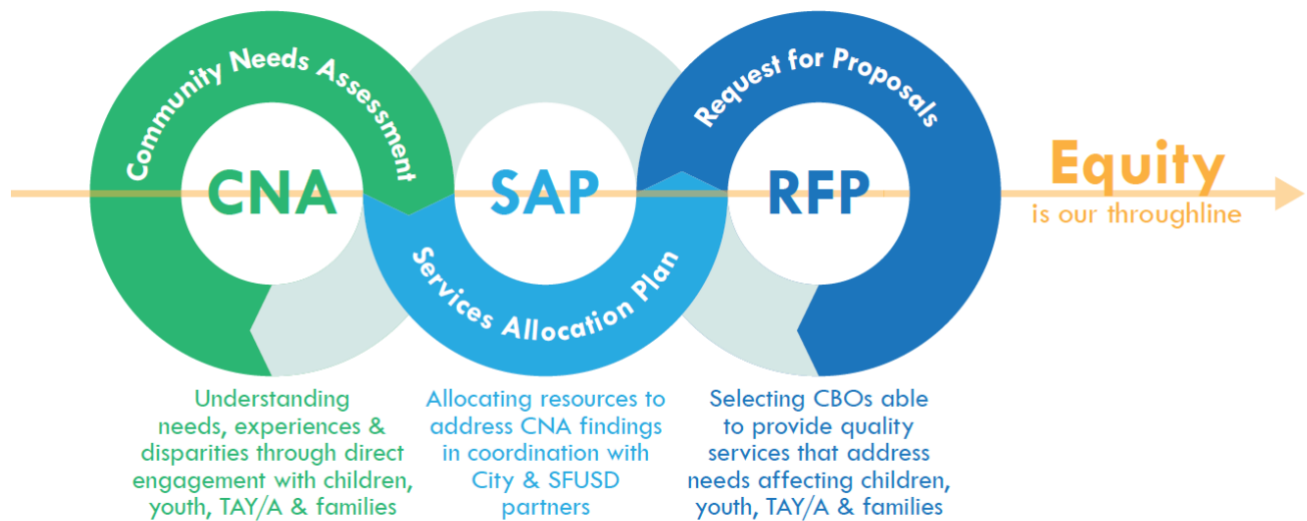
THE CHILDREN & FAMILIES FIRST INITIATIVE & DCYF

In 1991, the Children's Amendment to the City Charter was passed by voters making San Francisco the first City in the country to guarantee a dedicated funding stream to children each year in the city budget. The legislation set aside a portion of annual property taxes for the exclusive funding of services that benefit children. The Children's Fund was overwhelmingly renewed by voters in 2000, and again in 2014 with broad voter support for an extended 25-year tenure through Proposition C. Also known as the Children and Families First Initiative, Proposition C increased the property tax earmark for children and youth to four cents of every \$100 of assessed property value, renamed the Children's Fund to the Children and Youth Fund and expanded use of the Fund to the provision of services to disconnected transitional age youth and young adults (TAY/A) ages 18 to 24. DCYF administers the Children and Youth Fund for eligible uses under the City's Charter to community-based organizations and public agencies to provide services to children, youth, and families. Established under the 2014 legislation, DCYF's Oversight and Advisory Committee (OAC) helps to guide strategic planning, funding recommendations, and evaluation of funded programs.

DCYF'S PLANNING CYCLE

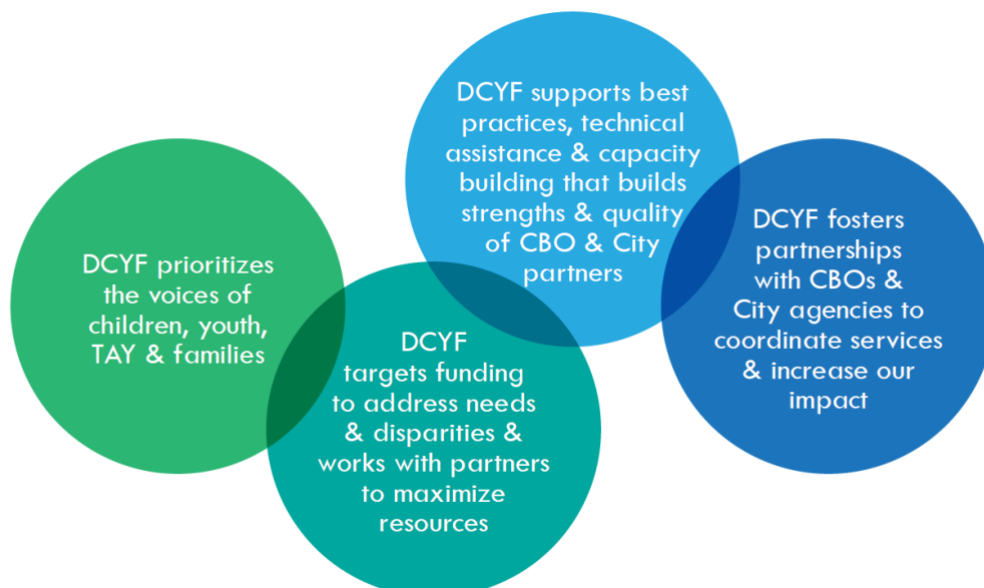
DCYF operates on a five-year funding cycle that includes three major planning phases that are grounded in equity, beginning with the Community Needs Assessment (CNA). The CNA, most recently completed in mid-2022, is a citywide community input process that deeply engages children, youth, TAY/A, and their families

to understand their current strengths and challenges while ensuring that their voices are represented throughout the planning process. The Services Allocation Plan (SAP) is the second phase of the planning cycle. The SAP articulates DCYF's strategic plan for addressing the needs and disparities highlighted in the CNA, describes the service areas and partnerships we intend to support and allocates resources to them. DCYF's approach for developing the SAP includes a strong focus on collaborative partnerships with City agencies, the San Francisco Unified School District (SFUSD), and City College of San Francisco (CCSF) to increase the impact of the services we support. The third and final phase of the planning cycle, DCYF's Request for Proposals (RFP) and subsequent awards of five-year direct service grants, is the competitive funding process used to select the CBOs who will implement the services outlined in the SAP. Our RFP is designed to ensure that the CBOs most capable of providing high-quality, culturally responsive services to our target populations are prioritized. The RFP process culminates with the selection of a portfolio of grantees to implement services in the new funding cycle.



STRATEGIC PILLARS & COMMITMENT TO EQUITY

Four Strategic Pillars serve as the foundation of DCYF's work. These Pillars reflect our core beliefs about how to build the strongest five-year plan that will enable us to work effectively with our many City and community-based partners to deliver the best results for San Francisco's children, youth, and families.

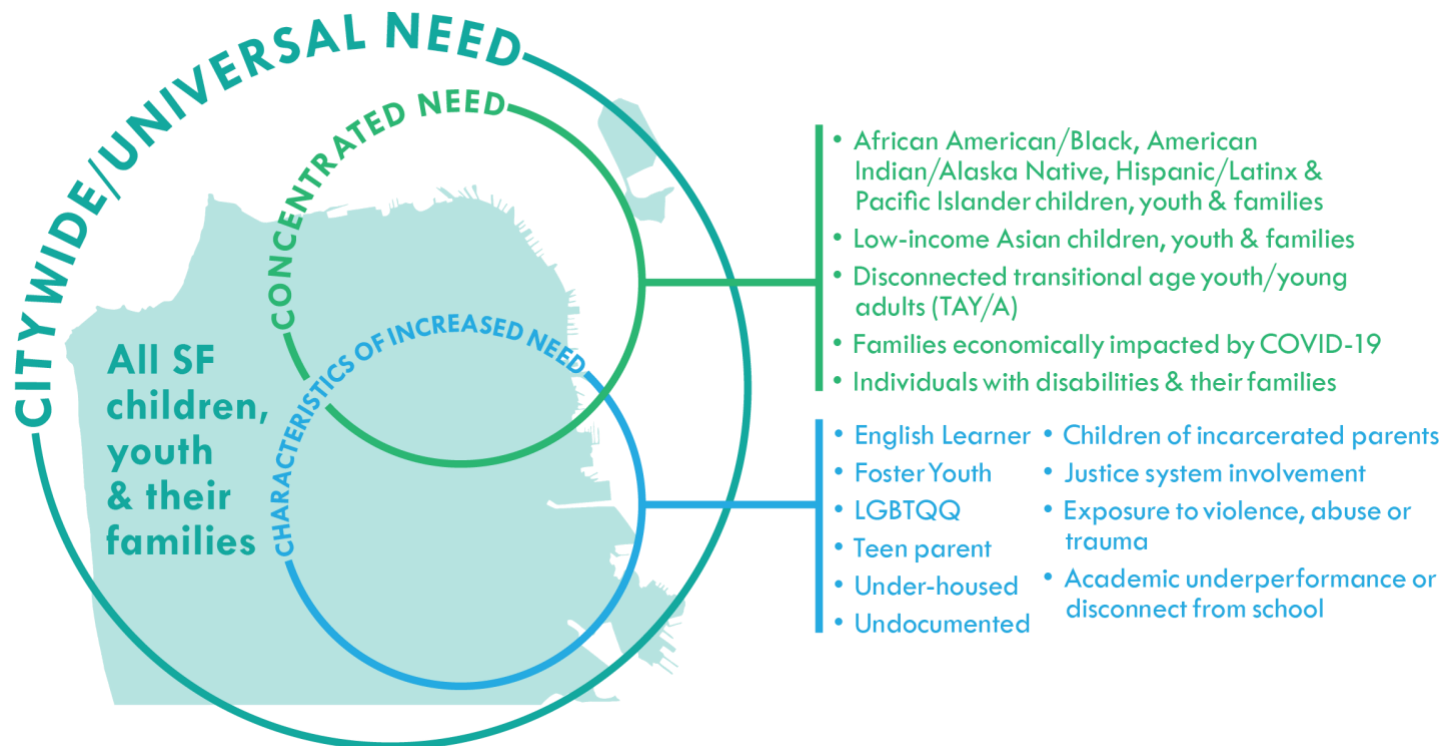


DCYF’s commitment to equity is both fundamental to our Strategic Pillars and highlighted in the City Charter, which states that DCYF is responsible for “ensuring the children and youth with the highest needs receive maximum benefit from the Fund and that equity is a guiding principle of the funding process; and to the maximum extent feasible, distribute funds equitably among services for all age groups—from infancy to transitional age youth.” Equity will be a factor in the funding decisions resulting from the 2024-2029 RFP.

The CNA included an Equity Analysis that helped DCYF understand how we can better accommodate and meet the needs of children, youth, TAY and their families in San Francisco by looking back at our performance during the 2018-24 funding cycle. This analysis informed how DCYF will distribute and target resources in the 2024-29 funding cycle.

TARGET POPULATIONS

DCYF is committed to serving all ethnicities and populations in San Francisco with focused expertise to address the unique needs of all of San Francisco’s children and youth—particularly those who are most vulnerable—ensuring that all are supported by nurturing families and communities, physically and emotionally healthy, succeeding in school, and ready for college, work, and adulthood. The range of programs DCYF intends to fund through this RFP furthers that overarching commitment to San Francisco’s children and youth. Funded programs, while open to all populations regardless of race, ethnicity, gender, or other factors, will address the unique cultural needs of the targeted populations to the extent such populations are identified in this RFP. While a range of services are available to many children and youth in our community, one of our guiding principles specifies that we focus on ensuring access to those services for San Francisco’s most vulnerable children, youth, and families. The table below highlights the populations identified through the CNA Equity Analysis as having concentrated need, as well as characteristics associated with increased need. These are the specific populations that will benefit most from targeted programming.



DOING THINGS DIFFERENTLY IN THE 2024-2029 FUNDING CYCLE

DCYF's [2022 CNA](#) showed that many of the needs and disparities that have affected the City's children, youth, TAY and their families for years continue to persist. We recognize that if we want different results we must also operate differently. DCYF has an urgent desire to deepen the impact of our work to achieve better outcomes for children, youth, TAY and their families. We believe that the formula for achieving better outcomes during the 2024-29 funding cycle involves combining intentional funding to address the needs and disparities described in the CNA with ongoing coordination with City agencies, SFUSD and CCSF.



2024-2029 RFP OVERVIEW

TOTAL FUNDS AVAILABLE

DCYF has allocated roughly \$127.2M–\$140.6M in total available funding per fiscal year for the 2024-29 funding cycle. This total includes roughly \$87.3M –\$96.5M in DCYF Grants, \$30.7M–\$33.9M in Partnerships with other City agencies and \$9.2M–\$10.1M in DCYF-Implemented Efforts. **This RFP will provide approximately \$87.3M–\$96.5M annually in funding from July 1, 2024, through June 30, 2029.** All funding allocations are Strategy specific, and the funds provided must be used for the specific program purposes outlined under each Strategy. Funding awards are subject to availability of funds and grant terms.

DCYF'S RESULTS

DCYF is committed to using an equitable approach for distributing the Children and Youth Fund and has identified key Service Areas, Strategies, Initiatives, and Target Populations in this RFP to achieve that goal. This RFP will help to identify non-profit organizations to provide specific services to help achieve the following four Results:



The goal of this RFP is to request applications that will provide services to the designated Target Population(s) under each Funding Strategy to impact DCYF's Result Areas. The Service Areas, Funding Strategies, and Initiatives contained in this RFP have been intentionally designed to address elements of these results. DCYF used the Results-Based Accountability framework to guide our examination of the relevant data associated with our results and developed funding strategies by examining the types of services that have been shown to positively impact key population indicators. Many of our funding strategies directly address disparities in the data and are intended to lessen these disparities. This RFP is designed to collectively impact the results in a positive way.

RESULTS AREA 1: CHILDREN & YOUTH ARE READY TO LEARN & SUCCEED IN SCHOOL

This Results Area is associated with programs, resources, supports and activities that provide opportunities for youth to learn, gain SEL skills, engage educationally & have access to needed supports.

The target population, Service Areas and Funding Strategies contained within the Ready to Learn and Succeed in School Result Area have been intentionally designed to address elements of this Result Area. DCYF has identified **Educational Supports, Out-of-School Time (OST), and Enrichment & Skill-Building** as the Service Areas that will address the most pressing needs in this Result Area.

AGES & TARGET POPULATIONS

The Service Areas, Strategies and Initiatives under the Children & Youth Are Ready to Learn & Succeed in School Result Area will serve the following ages and target populations. Please note that each Strategy and Initiative includes specific age and target population requirements.

Ages:

- 6-13 year olds
- 14-17 year olds

Target Populations:

CITYWIDE/ UNIVERSAL NEED	CONCENTRATED NEED:	CHARACTERISTICS OF INCREASED NEED
<ul style="list-style-type: none"> • K-12th graders in need of enrichment programming 	<ul style="list-style-type: none"> • African American • American Indian/ Alaska Native • Hispanic/LatinX • Pacific Islander • Low-income Asian • Individuals with disabilities & their families 	<ul style="list-style-type: none"> • Foster youth • LGBTQQ • Justice involved • Teen parents • Under housed • Academic underperformance/ school disconnect

2024-2029 RFP SERVICE AREAS & STRATEGIES

SERVICE AREA	ALLOCATION	STRATEGY/INITIATIVE
Out of School Time	\$27.7M-\$30.6M	Beacon Community Schools
		Comprehensive Year Round & Summer Learning
Educational Supports	\$6.0M-\$6.6M	Academic Supports
		Literacy Supports
		Summer Transitions

SERVICE AREA	ALLOCATION	STRATEGY/INITIATIVE
Enrichment & Skill Building	\$8.9M-\$9.8M	Arts & Creative Expression
		Identity Formation & Inclusion
		STEM & Environmental Sustainability

RESULTS AREA 2: YOUTH ARE READY FOR COLLEGE, WORK & PRODUCTIVE ADULTHOOD

This Result Area is associated with programs, resources, supports and activities that help youth and TAY/A gain exposure, skills, and abilities that prepare them for successful transitions into adulthood. The grants and initiatives in this Result Area target equitable access and outcomes and provide multiple avenues for engagement and support.

The target population, Service Areas and Funding Strategies contained within the Youth are Ready for College and Productive Adulthood Result Area have been intentionally designed to address elements of this Result Area. DCYF has identified Educational Supports, Enrichment & Skill Building, Justice Services, Youth Empowerment, and Youth Workforce Development Service Areas to provide a broad and varied base of support for youth to gain readiness for college and career.

AGES & TARGET POPULATIONS

The Service Areas, Strategies and Initiatives under the Youth Are Ready for College, Work & Productive Adulthood Result Area will serve the following ages and target populations. Please note that each Strategy and Initiative includes specific age and target population requirements.

Ages:

- 14-17 year olds
- 18-24 year olds

Target Populations:

CITYWIDE/ UNIVERSAL NEED	CONCENTRATED NEED:	CHARACTERISTICS OF INCREASED NEED
<ul style="list-style-type: none"> • 9th-12th graders & TAY/A in need of career development & employment • TAY/A in need of enrichment programming 	<ul style="list-style-type: none"> • African American • American Indian/ Alaska Native • Hispanic/LatinX • Pacific Islander • Low-income Asian • Individuals with disabilities & their families 	<ul style="list-style-type: none"> • Foster youth • LGBTQQ • Justice involved • Children of incarcerated parents • Exposed to violence, discrimination or trauma • Academic underperformance/ school disconnect

2024-2029 RFP SERVICE AREAS & STRATEGIES

SERVICE AREA	ALLOCATION	STRATEGY/INITIATIVE
Youth Workforce Development	\$23.4M-\$25.8M	Youth Workforce Development (General)
		Youth Workforce Development (TAY/A)
		Mayor's Youth Employment & Education Program (MYEEP)
		Opportunities for All - YouthWorks
		High School Partnerships
Educational Supports	\$6.0M-\$6.6M	Alternative Education
		Academic Supports

SERVICE AREA	ALLOCATION	STRATEGY/INITIATIVE
Justice Services	\$12.7M-\$14.0M	Custody-Based Services
		Justice Services Care Coordinators
		Credible Messenger/Life Coach
		SF Community Assessment & Referral Center (CARC)
		Young Adult Court Case Management
Enrichment & Skill-Building	\$8.9M - \$9.8M	Arts & Creative Expression
		Identity Formation & Inclusion
		STEM/Environmental Sustainability
Youth Empowerment	\$3.9M - \$4.4M	Youth-Led Philanthropy
		Youth Leadership & Organizing

RESULTS AREA 3: CHILDREN & YOUTH ARE SUPPORTED BY NURTURING FAMILIES & COMMUNITIES

This Result Area is associated with programs, resources, supports and activities that increase the ability for families to nurture their children, and for children, youth, TAY/A, and their families to feel safe, connected, and engaged with their communities.

The Result Area is supported by the Enrichment & Skill Building, Family Empowerment, Justice Services, and Outreach & Access Service Areas. Each Service Area aims to promote accessible spaces and resources for children, youth, TAY/A, and families to feel safe, stable, and nurtured in their communities.

AGES & TARGET POPULATIONS

The Service Areas, Strategies and Initiatives under the Children & Youth Are Supported by Nurturing Families & Communities Result Area will serve the following ages and target populations. Please note that each Strategy and Initiative includes specific age and target population requirements.

Ages:

- 0-5 year olds
- 6-13 year olds
- 14-17 year olds
- 18-24 year olds

Target Populations:

CITYWIDE/ UNIVERSAL NEED	CONCENTRATED NEED:	CHARACTERISTICS OF INCREASED NEED
<ul style="list-style-type: none"> • Parents & caregivers in need of support • Children, youth, TAY/A & families needing access to programs & resources 	<ul style="list-style-type: none"> • African American • American Indian/ Alaska Native • Hispanic/LatinX • Pacific Islander • Low-income Asian • Families economically impacted by COVID 	<ul style="list-style-type: none"> • Justice Involved youth & their families • Communities exposed to violence, discrimination or trauma

2024-2029 RFP SERVICE AREAS & STRATEGIES

SERVICE AREA	ALLOCATION	STRATEGY/INITIATIVE
Justice Services	\$12.7M-\$14.0M	Whole Family Support
		School Crisis Support
		Out-of-Home Placement
Family Empowerment	\$6.0M-\$8.0M	Collaboratives
Outreach & Access	\$1.0M-\$2.0M	Community Navigators

RESULTS AREA 4: CHILDREN & YOUTH ARE PHYSICALLY & EMOTIONALLY HEALTHY

This Result Area is associated with programs, resources, supports and activities that promote physical, emotional, behavioral and mental health as well as healing from trauma.

The Result Area is supported by the Enrichment and Skill-Building Service Area, which aims to provide resources and support to children, youth and families to fulfill their basic right to physical and emotional health.

AGES & TARGET POPULATIONS

The Service Areas, Strategies and Initiatives under the Children & Youth Are Supported by Nurturing Families & Communities Result Area will serve the following ages and target populations. Please note that each Strategy and Initiative includes specific age and target population requirements.

Ages:

- 6-13 year olds
- 14-17 year olds

Target Populations:

CITYWIDE/ UNIVERSAL NEED	CONCENTRATED NEED:	CHARACTERISTICS OF INCREASED NEED
<ul style="list-style-type: none"> • Children, youth, TAY/A & families in need of meals & snacks • K-12th graders & TAY/A in need of sports & physical activity 	<ul style="list-style-type: none"> • African American • American Indian/ Alaska Native • Hispanic/LatinX • Pacific Islander • Low-income Asian • Individuals with disabilities & their families 	<ul style="list-style-type: none"> • Foster youth • LGBTQQ • Justice involved • Children of incarcerated parents • Exposed to violence, discrimination or trauma • Academic underperformance/ school disconnect

2024-2029 RFP SERVICE AREAS & STRATEGIES

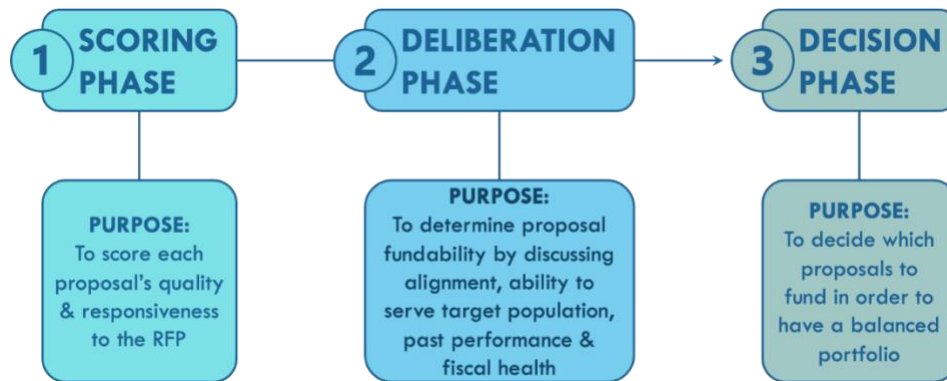
SERVICE AREA	ALLOCATION	STRATEGY/INITIATIVE
Enrichment & Skill Building	\$8.9M-\$9.8M	Sports & Physical Activity

PREPARING TO READ & SCORE

As the third phase of DCYF’s planning cycle the 2024-2029 RFP represents one of the most consequential parts of our process. It is the point when our focus on meeting the needs and addressing the disparities affecting the City’s children, youth, TAY and their families leads to the actual distribution of resources to CBOs. DCYF is committed to administering a fair and competitive RFP and a critical element of that process is the reading and scoring of proposals done by our RFP readers, whether internal staff, City partners or external subject matter experts.

UNDERSTANDING YOUR ROLE

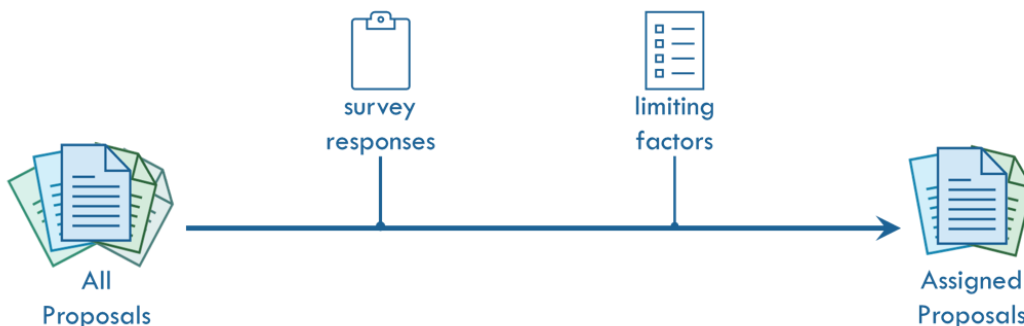
Reading and scoring proposals is part of the first phase of DCYF’s 3 phase decision making process. This process, detailed below, includes Scoring, Deliberation and Decision phases.



During the Scoring Phase RFP readers will read and score RFP questions using DCYF’s online RFP system. Non DCYF staff will read up to 10 proposals each.

MATCHING RFP READERS TO PROPOSALS

DCYF will match RFP readers to the proposals they will score using information gathered from them about their expertise and limiting factors including the maximum number of proposals they can score and any conflicts of interest they have identified.



DEALING WITH CONFLICTS OF INTEREST

Preventing and addressing any RFP Reader conflicts of interest is an important part of how DCYF administers a fair and competitive RFP process. RFP readers **must adhere** to the following requirements for conflicts of interest:

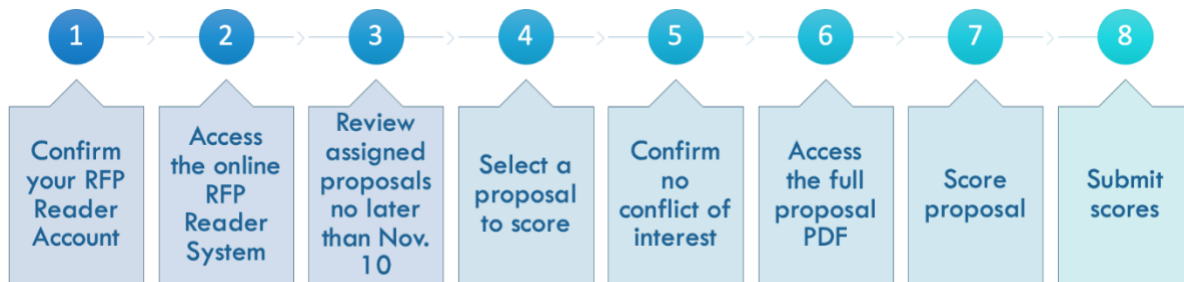
RFP Readers Cannot Be:

- An employee or board member of any applicant
- Have an immediate relative that is an employee or board member of any applicant
- Communicate with or advise any applicant or
- Have any vested interest in the outcome of the RFP process

RFP readers were asked to identify conflicts of interest in the reader survey they filled out upon sign up. The responses provided will be used to assign proposals. In addition, readers will be asked again, for each proposal they are assigned, if they have a conflict with the applicant. It is critical that readers are truthful and forthcoming to ensure the integrity of our RFP process. Readers should contact DCYF as soon as possible if they have questions about potential conflicts of interest.

SCORING PROPOSALS IN THE RFP SYSTEM

The process of scoring proposals in DCYF's online RFP system includes 8 steps:



ACCESSING THE RFP SYSTEM

To access DCYF's online RFP system readers will first need to confirm their Reader Account. The system will send readers a verification email containing their RFP Reader Account credentials. The account verification email will be sent from donotreply@cityspan.com so be sure to check your spam/junk inbox. Once you have this email you will be able to login to the RFP system at <https://www.contracts.dcyf.org/rfp-reader>.

NAVIGATING THE RFP SYSTEM

Once you login to the RFP system you will see the *Proposal Assignments* page where you can access all proposals assigned to you. Agency names are listed in the grey header. Proposals submitted by an agency are nested under the agency name. Located to the right of each proposal name, is the DCYF Strategy that a proposal was submitted for. To score a proposal, click on the proposal name.

AGENCY/PROGRAM	STRATEGY	PROPOSAL SCORING STATUS
A Sample Agency		
STEM for All	Alternative Education	✗ Unsubmitted
Awesome Agency		
df	Collaboratives Initiative	✗ Unsubmitted
Navigating City Services	High School Partnerships	✗ Unsubmitted
Sample Agency 1		
Supporting Families	Whole Family Supports	✗ Unsubmitted
Workforce for TAYA	Collaboratives Initiative	✗ Unsubmitted

After selecting a proposal to score, you will be prompted to indicate whether you have a *Conflict of Interest* with the applying agency. Please complete this prompt truthfully to help ensure that DCYF’s RFP process is fair and competitive. For support contact Bonnie Ma at bonnie.ma@dcyf.org.

Also located on this page you will find PDF links to the RFP document, this handbook and the full proposal. To access these resources click on the PDF icons located to the right of the Proposal Scoring form.

PROPOSAL SCORING ← 📄

DEADLINE: December 8, 2023 at 5:00:00 PM

CONFLICT OF INTEREST ⊖

DCYF’s conflict of interest policy states that RFP readers cannot be an employee or board member of any applicant, have an immediate relative that is an employee or board member of any applicant, communicate with or advise any applicant, or have any vested interest in the outcome of the RFP process.

I confirm that I have no conflict of interest in reading this application.

I have no conflict I do have a conflict and cannot read this application

RFP READER PACKET 📄

RFP DOCUMENT 📄

FULL PROPOSAL 📄

The *Reader Score Summary* tracks the number of questions, points earned and the possible points for each proposal section as well as the total points for the proposal. The *Scoring Guidelines* list the scoring rubric including definitions for each score. Scores and comments will be submitted for the Target Population Need, Program Overview, Program Design & Implementation and the Program Impact question sections

READER SCORE SUMMARY ⊖

SECTION	# OF QUESTIONS	POINTS EARNED	POSSIBLE POINTS
TARGET POPULATION NEED	2	0.0	10
Program Overview	2	0.0	25
Program Design and Implementation	6	0.0	55
Program Impact	2	0.0	10
Total		0.0	100.0

SCORING GUIDELINES ⊖

Very poor	Answer fails to address question and/or presents no understanding of the question.
Poor	Answer provides minimal demonstration of expertise/capacity in relation to the question and/or presents minimal understanding of the question.
Fair	Answer somewhat demonstrates expertise/capacity in relation to the question; needs work.
Good	Answer provides an adequate demonstration of expertise/capacity in relation to the question.
Very Good	Answer provides a strong demonstration of expertise/capacity in relation to the question.
Excellent	Answer thoroughly addresses question and provides a very strong and comprehensive demonstration of expertise/capacity in relation to the question.

After reading each question and response, select a score from the drop down list. The options in the drop down list correspond to the options detailed in the *Scoring Guidelines*.

As you score each response, the system will assign total *Points Earned*. This process will occur automatically with point values calculated based on the number of total points available for the question section, the number of questions in the section and your score.

Readers are required to submit comments under each proposal question section. Please provide detailed comments that explain your scores in the section.

TARGET POPULATION NEED (10 points total)

RFP Question: What is your experience serving the target population(s) you selected? Please include how many years you have served this population. Provide examples of any approaches (i.e., cultural, gender responsive etc.) that increase the impact of your program.

Agency Response:
Test

Score
Fair

Points earned: 2.5

Possible points: 5.0

RFP Question: Describe your proposed program's approach to outreach, recruitment and retention of participants. In addition, describe any challenges with engagement and retention that are specific to your intended target population(s). Provide an example of how you have addressed these challenges.

Agency Response:
Test

Score
Good

Points earned: 3.3

Possible points: 5.0

Additional Comments

After you provide a funding recommendation, you will submit your proposal scores and comments by clicking on the *Submit* icon. Required fields with missing responses will be noted by a red flag.

FUNDING RECOMMENDATION

Would you recommend funding this proposal?

Yes Yes with reservations No

Please describe the reasoning behind your recommendation.

Reservations described here

SUBMIT

Are you sure you want to submit scores for this proposal?

After submitting, scores will be sent to DCYF and cannot be revised.

CANCEL SUBMIT

Save your work! The RFP Reader System will log you out after 90 minutes of inactivity and all unsaved progress will be lost. Click on the Save icons located on the right of the Proposal Scoring form.

In addition please note that proposal scores and comments cannot be edited once submitted.

READER PAYMENTS

DCYF will provide stipends to RFP readers who meet specific conditions. Stipends will be provided at a rate of \$25 per scored proposal.

To receive this stipend RFP readers must:

- Be a resident of the United States
- Not be an employee of the City and County of San Francisco
- Inform DCYF of your interest in receiving a stipend

To receive payment for scored proposals, eligible RFP readers must:

- File an IRS Form W-9 with DCYF
- Sign and submit their W-9 forms electronically using DocuSign. DCYF will send all eligible readers a W-9 form to complete in DocuSign the week of October 23rd, 2023
- Submit their W-9 forms by Friday December 1st, 2023

The processing of RFP reader stipend payments will be overseen by the San Francisco Controller's Office and select DCYF staff. Only staff needed to process payment will have access to private reader information. Stipend checks will be delivered by US Mail to the address listed on the W-9. DCYF expects payments to be finalized before the end of 2023.

READING & SCORING

RFP & READING & SCORING TIMELINE

ITEM:	TIMELINE:
RFP Issued	Wednesday August 16 th , 2023
Proposals Due	Friday, October 20 th , 2023, at 5:00 p.m.
Proposal Reading & Scoring	Monday November 6 th - Friday, December 8 th , 2023
Readers Review Proposals for Conflicts	Friday November 10 th , 2023
PROPOSAL SCORES DUE	Friday, December 8th, 2023, at 5:00 p.m.
DCYF Deliberation	January-March, 2024
RFP Awards Announced	Monday, March 11 th , 2024

WHAT TO EXPECT WHEN PROPOSALS GO OUT

DCYF will provide the following resources, links and contact information to RFP readers via email on or before when proposals are sent to readers on November 8th, 2023:

SENT FROM DCYF	SENT FROM RFP SYSTEM
<ul style="list-style-type: none"> • RFP Reader Handbook • 2024-2029 RFP Document • Link to RFP Reader Webinar • DCYF Contact Information 	<ul style="list-style-type: none"> • Links to proposals

READING & SCORING DOS AND DON'TS

Below you will find Dos and Don'ts for reading and scoring proposals. Using these tips can help readers score proposals with consistency and fairness.

Dos

- **Read the RFP before scoring** to ensure full understanding of the strategy or initiative. Each strategy or initiative contains specific goals, target populations and requirements. Your scoring should be based on how well the proposal answers each question and whether that response is in alignment with the expectations of the strategy or initiative.
- **Give yourself enough time to score** thoughtfully and completely. The reading and scoring of proposals can be a time consuming exercise and readers should make efforts to block out enough time so that they can read all proposals assigned to them.
- **Provide comments as required** to explain your scores. Detailed comments help DCYF understand how you scored the proposal and will be used for reference during the Deliberation phase. Please note that RFP Reader comments are accessible under Sunshine laws and can be requested by the public.
- **Be as consistent as possible** by scoring all proposals using the same criteria. Use the strategy or initiative requirements as your guide and strive to judge all proposals consistently.

DON'TS

- **Don't score the proposal based on its grammar, wording or correctness of spelling.** The purpose of the Scoring Phase is to score proposals based on how well they answer each question and whether that response is in alignment with the expectations of the strategy or initiative. Therefore, RFP Readers should

only allow poor grammar, wording or spelling to impact their scores if these things make it difficult to understand the response.

- **Don't base your scoring on outside information** not included in the proposal. Because the Scoring Phase is intended to help DCYF determine the responsive of the proposal to the RFP outside information should not impact RFP readers' scores. During the Deliberation Phase DCYF staff will have more detailed and nuanced discussion about each proposal.
- **Don't discuss your scores with other RFP readers or applicants.** RFP readers are more likely to be consistent in their assessments and funding recommendations across proposals if they do not discuss with other Readers. Additionally, applicants are not allowed to contact any RFP Readers during this process. Readers should contact DCYF as soon as possible if an applicant tries to contact them.