

REQUEST FOR QUALIFICATIONS (RFQ)

Empowering and Transforming Lives for Brighter Futures: Family-centered Youth Development for the Community in San Francisco Human Rights Commission

Background

For generations, underserved and marginalized families in San Francisco have faced systemic disparities and inequities, resulting in a cycle of adversity that persists in impacting the latest generation of youth. Despite past efforts to uplift these young individuals and break the cycle of poverty and involvement in the criminal justice system, success remains elusive within the community.

Also, this opportunity aligns with the Mayor's 30 by 30 Initiative, aiming to bring 30,000 new residents and students to Downtown by 2030 and establish the area as a hub for equitable higher education. Funded to expand educational access, it will support youth from historically marginalized communities and foster a vibrant, inclusive academic environment.

The purpose of this funding opportunity aims to address these challenges by inviting qualifying organizations to collaborate with HRC and other entities in providing family services. The goal is to empower youth and families, particularly in underserved and marginalized communities, to navigate support systems effectively and address educational, health, and wealth gaps.

Intent of this Request for Qualifications (RFQ)

It is the intent of the Human Rights Commission to create a prequalified list of organizations from which it may choose prospective grantees on an as-needed basis for up to two (2) years from the date the list is established. Organizations prequalified under this RFQ are not guaranteed a contract. The City may use the Prequalified Pool, at its sole and absolute discretion, on an as-needed basis.

The overarching intent of this Request for Qualification is to make intentional, long-term investments in each family. This involves establishing structured partnerships between city agencies and community organizations with the shared mission of creating a lasting impact on the lives of individual families. Ultimately to foster positive change and promote equity by addressing the unique needs of families and youth through comprehensive family services.

Anticipated Grant Term

The anticipated term for grants resulting from this RFQ may last up to two (2) years with the option to extend the contract for up to three (3) additional years. Actual grant terms may vary, depending upon service and project needs at the City's sole and absolute discretion. Applicants selected for resulting grants(s) must be available to commence work on or after August 1, 2024. Thus, the anticipated grant term for this RFQ is August 1, 2024, to July 31, 2026, with possible extension for up to three years.

Anticipated Grant Budget

The anticipated not-to-exceed contract budget per year per service area for the Brighter Futures Backbone/Navigator(s), Brighter Futures Collaborator(s), and the Culturally Inclusive Pathways to Higher Education is **\$25,000 - \$2,000,000** for each contract resulting from this RFQ. Additionally, organizations may receive up to an additional **\$10,000** per year for capacity building purposes. Actual contract budget may vary, depending upon the service and project needs at the City's sole and absolute discretion.

Schedule

RFQ issued: **Thursday, May 23, 2024**

E-Question Period: **Friday, May 24 – Friday, June 7, 2024**

(Answers posted online: **Monday, June 10, 2024**)

Deadline for RFQ Proposals: Friday, June 21, 2024, by 5:00 pm Pacific

Prequalified List announced: **Wednesday, July 31, 2024**

Anticipated Grant Period Start Date: **August 2024**

Each date is subject to change. For the latest schedule and complete information about this RFQ, check

<https://sf.gov/information/human-rights-commission-funding-opportunities>

RFQ Contact Information

Contract Administrator for this RFQ: Terry Jones

Email for Submission of RFQ, and for Responses and Questions:

hrc.grants@sfgov.org

No Subcontracting Requirement

The Local Business Enterprise ("LBE") sub-consulting goal for this RFQ and resulting contract(s) does not apply. However, the City strongly encourages responses from qualified LBEs.

TABLE OF CONTENTS

1. Introduction, Overview and Schedule	3
1.1. Background of the City and County of San Francisco	3
1.2. Statement of Need and Intent	3
1.3. Available Funding	4
1.4. Service Period	5
1.5. Schedule	5
1.6. City-Proposer Communications	5
2. Program Areas and Scope of Work	7
2.1. Scope of Work	7
3. Application Process	16
3.1. Proposal Package and Checklist	16
3.2. Submission Deadline and Confirmation	16
4. Evaluation Process	17
4.1. Initial Screening	17
4.2. Minimum Qualifications	17
4.3. Selection Criteria	18
4.4. Prequalification Process	22
4.4.1. Reference Checks	22
4.4.2. Release and Waiver Agreement	22
4.4.3. Selection from Prequalified Lists	22
4.4.4. Other Terms and Conditions	22
5. Protest Process	23
5.1. Protest of RFQ Terms	23
5.2. Protest of Non-Responsiveness Determination	23
5.3. Protest of Establishment of Prequalified List	23
5.4. Protest of Grant Award	24
5.5. Delivery of Protests	24
6. Reservation of Right to Reject or Cancel	24

1. Introduction, Overview and Schedule

1.1. Background of the City and County of San Francisco

About the City

San Francisco is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City and County of San Francisco, known as the “City”, was established by Charter in 1850. It is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City’s powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority. The services provided by the City include public protection, public transportation, construction and maintenance of all public facilities, water, parks, public health systems, social services, planning, tax collection, and many others.

About the Human Rights Commission

The San Francisco Human Rights Commission (“Department” or “HRC”) provides leadership and advocacy in securing, protecting and promoting human rights for all people. For nearly 60 years, HRC has grown in response to San Francisco’s mandate to address the causes of and problems resulting from prejudice, intolerance, bigotry and discrimination. HRC has the good faith and commitment of San Francisco’s leaders to be an independent voice of human rights protection for all people and, again and again, leads the way on groundbreaking initiatives in the realm of human and civil rights. HRC performs its Charter mandated obligations and duties pursuant to the following City ordinances and laws:

- **San Francisco Charter**
Article IV, Section 4.107: HRC as a Charter agency
- **San Francisco Administrative Code**
Chapter 12A: Powers and Duties of HRC
Chapter 12B: Non-discrimination in CCSF Contracts
Chapter 12C: Non-discrimination in CCSF Property Contracts
Chapter 12H: Sanctuary City Ordinance
Chapter 12N: LGBT Youth Sensitivity Training
- **San Francisco Police Code**
Article 33: Non-discrimination in Housing, Employment and Public Accommodations
Article 38: Non Discrimination based on HIV Status
Article 1.2: Non Discrimination in Housing against Families with Minor Children
- **Commission Bylaws**
Commission Bylaws

1.2. Statement of Need and Intent

HRC is actively pursuing collaborative partnerships with qualified organizations and partners to deliver comprehensive support to both youth and families. The emphasis is on empowering them to navigate intricate support systems with effectiveness. The overarching objective is to actively confront and

mitigate disparities in education, health, and wealth within the underserved and marginalized communities.

Emphasizing a family-centered approach, the initiative recognizes the interconnected nature of challenges faced by youth and families. By fostering partnerships, the intention is to create a network of support that not only caters to individual needs but also strengthens family units. This approach acknowledges the vital role of families in the overall well-being and development of youth.

Also, The HRC is actively pursuing partnerships with qualified organizations to establish and operate an HBCU satellite campus in San Francisco to enhance culturally affirming educational opportunities. This initiative aligns with the Mayor's 30 by 30 Initiative, aiming to bring 30,000 new residents and students to Downtown by 2030 and establish the area as a hub for equitable higher education. Funded to expand educational access, this project supports youth from historically marginalized communities, fostering a vibrant and inclusive academic environment.

As part of the selection process, HRC is committed to establishing a curated list of qualified organizations. This comprehensive list will serve as a valuable resource, allowing HRC to strategically choose potential partners for contractual engagements. By doing so, HRC seeks to ensure that the selected partners align with the family-centered approach and share the commitment to addressing disparities within underserved and marginalized communities comprehensively.

HRC will oversee the implementation of the grants and programs within this RFQ. HRC is committed to advancing racial and economic justice by instituting programs and services that make San Francisco a better place to live, work, and do business. The funding in this RFQ touches on critical aspects of San Francisco's diverse economy, focusing on advancing equity and shared prosperity for all. More information about HRC can be found at: <http://sf-hrc.org>.

1.3. Available Funding

The anticipated not-to-exceed budget per service area is **\$25,000 - \$2,000,000** per year for each contract resulting from this RFQ. Additionally, organizations may receive up to an additional **\$10,000** per year for capacity building purposes. Actual contract budget may vary, depending upon the number of responsive proposals that meet HRC's strategies and objectives, and upon service and project needs at the City's sole and absolute discretion. **HRC anticipates granting multiple awards.**

Please submit budget requests according to the limits in this RFQ. However, HRC may negotiate different funding allocations and project goals before finalizing funding awards, should funding conditions change.

HRC may pursue additional resources to support the essential programs solicited through this RFQ and, if additional funding is secured, HRC may elect to negotiate larger funding awards beyond the originally anticipated amounts listed in this RFQ. In this case, funds may be allocated to enhance any of the programs described in this RFQ, at an amount proportional to the anticipated funding ranges noted in this RFQ. Similarly, should funding no longer be available, HRC may elect to not fund submissions at this time. Applicant submissions are kept on file and HRC may use them as a basis for future funding awards.

This RFQ, and the submissions received as a result of it, may be used to justify funding decisions for other similar services and/or other funding that becomes available through HRC or any other City department. HRC, or other City agencies, will disclose any additional regulations or requirements during the negotiation process for grants that are awarded through this RFQ and funded by other local, state, federal or non-city sources.

1.4. Service Period

Unless otherwise noted in the program descriptions, successful proposals may be funded for a term of up to two (2) years with the option to extend the contract for up to three (3) additional years. Projects may begin as soon as **August 2024**. In some cases, the City may renew or extend programming through June 30, 2029 (fiscal year 2028-2029). All decisions regarding the size, length, and scope of future funding awards are subject to HRC’s approval and budget availability. Future funding is not guaranteed, and funding amounts and terms will depend upon the performance of the grantee during the initial award period, as well as other policy considerations as determined by HRC. Grantees will be asked at a minimum to submit a final report of their activities and, if HRC elects to renew the award, a revised scope of work and budget for the renewal period(s) for HRC’s review. HRC reserves the right, in its sole discretion, to not renew funding awards.

1.5. Schedule

The anticipated schedule for awarding initial funding is as follows:

Proposal Phase	Date
RFQ Issued by the City	Tuesday, May 21 st , 2024
Deadline for Questions	Friday, June 7 th , 2024
Answers available online	Monday, June 10 th , 2024
Proposals Due	Friday, June 21st, 2024, by 5:00 pm Pacific
Prequalified List Notification Date	Wednesday, July 31 st , 2024
Protest Period Ends	5 business days after award notification
Projects Begin	Projects anticipated to start August 2024 or later

Each date is subject to change. For the latest schedule, check <https://sf-hrc.org/grant-opportunities>.

1.6. City-Proposer Communications

There will be no Pre-Response Conference for this RFQ. 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 subcontractors, vendors, representatives and/or other parties under Proposer’s control, shall communicate solely with the Contract Administrator(s) whose names appear in this Solicitation. **Any attempt to communicate with any party other than the Contract Administrator(s) whose names appear in this Solicitation – including any City official, representative or employee – is strictly prohibited. The Contract Administrator for this Solicitation is: Terry Jones – hrc.grants@sfgov.org.**

Failure to comply with this communications protocol may, at the sole and absolute 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. Unauthorized contact may be cause for rejection of responses at the City's sole and absolute discretion.

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code sections 7920.000 et seq. (formerly found in Government Code sections 6250 et seq.) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a contract 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 contract or other benefit until and unless that person or organization is awarded the contract 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.

1.7. Deadline for RFQ Questions (Questions Submitted Electronically)

All questions about the RFQ should be sent by email to hrc.grants@sfgov.org, attention Contract Administrator Terry Jones no later than the deadline for questions. This includes general administrative questions, program area questions, and technical questions about how to find or navigate the RFQ application.

1.8. Summary of Information Requested and Presented

A summary of all questions, answers, and addenda pertaining to this RFQ will be posted on HRC's website at <https://sf-hrc.org/grant-opportunities> on or about Monday, June 10th, 2024. It is the Respondents' responsibility to check this website for any updates.

1.9. City Communication Following Receipt of Responses

The HRC may contact Respondents for clarification or correction of minor errors or deficiencies in their Responses prior to deeming a Response as non-responsive. Clarifications are "limited exchanges" between the HRC and a Respondent for the purpose of clarifying certain aspects of the Responses, and do not give a Respondent the opportunity to revise or modify its Response. Minor errors or deficiencies are defined as those that do not materially impact the HRC's evaluation of the Proposal; for example, failing to label the "original" Response as an "original". For information regarding the HRC's Evaluation Process, see RFQ Section IV – Written Proposal Template.

2. Program Areas and Scope of Work

2.1. Scope of Work

This scope of work is a general guide to the work the City expects to be performed and is not a complete listing of all services that may be required or desired. General deliverables and timelines are requested.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the multiple projects solicited within this RFQ, as well as for previous and future projects, the selected organizations' findings and data may be shared by the City with other City Contractors, as deemed appropriate by the City.

Each Proposer should demonstrate its capabilities by providing concise, but comprehensive responses in **RFQ Attachment IV, Written Proposal Template**. Show HRC what your qualifications are to complete the scope of work.

If needed, the City will negotiate the specifics of your scope of work to include services, budget, deliverables, and timeline as part of contract negotiations.

2.1.1. Grant Deliverables

Possible Grant Deliverables include, but are not limited to:

- Showing of expertise in the enumerated Service Area or Program Area;
- Deliverables outlined in the contract and scope of work;
- Monthly invoicing for expenses incurred in the performance of the contract;
- Quarterly or monthly performance reports detailing progress towards deliverables for the duration of the contract period;
- Financial and financial-related audit reports;
- Financial and internal control reviews, including routine auditing;
- Management letters indicating deficiencies or opportunities for accounting and reporting improvements, specifically identifying any reportable condition or material weakness;
- Disclosures of fraud, illegal acts, non-compliance, and abuse;
- Participation in monthly or bimonthly collective impact meetings with other grantees in the cohort. This will be scheduled and facilitated by HRC; and
- Additional data collection as required to assess performance of the contract.
 - HRC Data Collection and Evaluation
 - Grantee will collect, store, and report complete and accurate data on programs and services, as appropriate such as: participant(s) race/ethnicity/demographics, program services, barriers, program outcomes, and performance measures. Grantee will report to HRC on program activities

and specific performance measures monthly or quarterly, and for ad hoc bi-annual and annual reports. This will allow for an evaluation as to whether or not participants are well-served as a result of their participation in the program. In addition, they will be undergoing training in the initial 3 months of their contract to ensure they have the necessary guidelines and support to report data on their programs.

2.1.1.1. Description of Proposed Work

HRC, on behalf of all City Departments, is seeking qualified suppliers (“Proposers”) to provide proposals (“Proposal”) for projects and programs as outlined below. Successful applicants will ground their responses in racial equity, community connections, and actionable projects that deliver positive results for target populations quickly.

Proposers must provide a separate Attachment IV (Written Proposal Template) for each RFQ Service Area they apply to. Failure to do so will lead to disqualification from relevant awards. (For instance, if a Proposer applies to both Brighter Futures Backbone/Navigator and Culturally Inclusive Pathways to Higher Education, they will submit two Attachment IV documents, one for each Service Area.)

Multiple Service Areas: The Prequalified Pool will consist of the following 3 Service Areas:

Service Area (1): Brighter Futures Backbone/Navigator

The HRC is seeking organization(s) to serve as a Brighter Futures Backbone/Navigator, a dynamic entity dedicated to establishing impactful partnerships with Brighter Futures Collaborators to provide comprehensive support for youth and families. Central to this initiative is the active empowerment of collaboratives to navigate complex support systems effectively, with a particular focus on addressing education, health, and wealth disparities within underserved communities. Through strategic engagement, the Backbone/Navigator seeks to confront these challenges head-on, recognizing the interconnected nature of the struggles faced by youth and families.

Aligned with the mission of the HRC, the Backbone/Navigator organization(s) endeavors to actively address and alleviate the obstacles encountered by youth and families, understanding the interdependence of their adversities. By fostering strategic partnerships, the Backbone/Navigator aims to cultivate a robust network of support that not only addresses individual needs but also strengthens family units. Rooted in a family-centered perspective, this approach acknowledges the indispensable role families play in the holistic well-being and development of youth, thus striving to promote enduring positive change.

Organizations will be expected to exhibit a strong commitment to:

- Prioritizing forming meaningful partnerships with the Brighter Futures Collaborators, as well as stakeholders, and community organizations to maximize impact and reach.
- Dedicated to empowering both youth and families within underserved communities, providing them with the tools, resources, and support needed to navigate complex systems and overcome challenges.

- Must have a family-centered approach, recognizing the integral role families play in the well-being and development of youth.
- Actively seek to confront and address disparities in education, health, and wealth within these communities, striving to create positive and lasting change.
- Embrace a holistic and inclusive approach, ensuring that their programs and services cater to the diverse needs of the community and promote equity and inclusion.

The Brighter Futures Backbone/Navigator organization(s) must:

- Establish a Memorandum of Understanding (MOU) between the Brighter Futures Backbone/Navigator organization and Brighter Futures Collaborators for the purpose of sharing data, assessments, evaluations, and defining performance metrics.
- Establish a Release of Information (ROI) agreement with Brighter Futures Collaboratives. Engage in discussions to outline and formalize the terms of information exchange, fostering improved collaboration and mutual comprehension between the two entities.
- Schedule regular meetings with organizations within the Brighter Futures Collaborators, convening once a month.
- Facilitate meaningful connections with families by collaborating closely with Brighter Futures Collaborators, from which the families are sourced. Work together to provide essential services, support, and enhance community well-being, specifically targeting the families transitioning from the Brighter Futures Collaborators program. Emphasize the importance of active collaboration and establish a partnership dialogue to ensure the success of these initiatives.
- Require in-depth familiarity with underserved and marginalized families in San Francisco. Encourage a dialogue with collaborators to ensure a comprehensive understanding of the unique challenges and needs of these communities, fostering effective and culturally sensitive support strategies.
- Monthly meeting(s) with The Dream Keeper Initiative - Brighter Futures Grant Manager are required to review program status, timelines, outcomes, and metrics.
- Oversee the creation and distribution of the Family Waiver form for the Brighter Futures Collaboratives. Work together with Brighter Futures Collaborators to submit the completed Family Waiver forms.
- Either possess an existing relationship and rapport with the San Francisco Unified School District (SFUSD) or will establish one. Collaborate with SFUSD and Brighter Futures Collaboratives to obtain Family Educational Rights and Privacy Act (FERPA) releases with families for students.

Service Area (2): Brighter Futures Collaborator

The HRC is seeking organizations to serve as Brighter Futures Collaborators, dedicated to fostering the holistic development of youth and families by offering comprehensive programs that encompass a diverse range of domains essential for their growth and success. These programs integrate key elements of early childhood education, community health and wellness, youth advancement, cultural immersion, family strengthening initiatives, and post-secondary pathways. By weaving together these critical components, our Brighter Future Collaborator strives to establish a supportive ecosystem that empowers both youth and families to thrive.

To be considered as a Brighter Futures Collaborator, your organization must demonstrate a strong dedication to youth development and showcase their proficiency in several key areas. Firstly, they should exhibit a deep understanding of the interconnected needs of youth and families and a commitment to addressing these needs comprehensively. This includes the ability to design and implement programs that cater to the diverse needs of youth participants, promoting their overall well-being and success.

Moreover, organizations must highlight their expertise in engaging and supporting families within their programs. This involves implementing initiatives specifically tailored to the unique dynamics of multi-generational households, serving the entire family unit. These initiatives are aimed at strengthening family bonds across generations, providing resources and support to caregivers, and fostering positive family dynamics that not only benefit youth development but also enhance the well-being of all household members. Additionally, a demonstrated commitment to cultural relevance and sensitivity in program design and implementation is crucial. Brighter Futures Collaborator organizations should be able to showcase their understanding of the cultural backgrounds and identities of the youth and families they serve, incorporating culturally affirming practices and promoting inclusivity and diversity. Through evidence-based practices, community collaboration, and a focus on measurable outcomes, organizations can align with the Brighter Futures collaborator's mission and contribute to the creation of a nurturing environment where youth and families can thrive.

The Brighter Futures Collaborator organization(s) must:

- Actively engage with the Brighter Futures Backbone/Navigator to provide comprehensive support for youth and families transitioning from their programs.
- Collaborate closely with the Backbone/Navigator to ensure seamless coordination of services and resources for families in need.
- Participate in regular meetings and communication sessions with the Navigator to share updates, discuss challenges, and strategize solutions.
- Provide timely and accurate data, assessments, and evaluations to the Backbone/Navigator to facilitate informed decision-making and program improvement.
- Work collaboratively with the Backbone/Navigator to identify barriers and gaps in services, and develop targeted interventions to address them effectively.
- Actively participate in training and professional development opportunities facilitated by the Backbone/Navigator to enhance their capacity to support youth and families effectively.
- Maintain open and transparent communication channels with the Backbone/Navigator to foster trust, accountability, and mutual understanding in their partnership efforts.
- Embrace a collaborative and team-oriented approach to problem-solving, recognizing the shared responsibility in achieving positive outcomes for youth and families.

Below are the Areas where the HRC is seeking participation from Brighter Future Collaborators.

Service Area (2A): Early Childhood Education, Advancement and Enrichment

The HRC is seeking organizations that specialize in delivering comprehensive early childhood education enrichment programs tailored specifically to meet the unique needs of both young children and their families. These organizations should place a strong emphasis on the significance of early childhood

development, providing specialized educational programming aimed at fostering cognitive, social, and emotional growth. Key elements of these programs include:

- Interactive learning activities designed to engage and stimulate young minds.
- Culturally relevant curriculum that reflects the diverse backgrounds and experiences of the children and families served.
- Parental involvement initiatives that encourage caregivers to actively participate in their child's educational journey, fostering a supportive environment both at home and in the classroom.

In addition to educational programming, the HRC expects organizations to offer resources and support directly to families, recognizing the indispensable role caregivers play in their child's educational development. This support may include:

- Access to informational resources and materials to aid parents in understanding and supporting their child's developmental milestones.
- Guidance on fostering positive parent-child interactions and creating enriching home environments conducive to learning and growth.

The HRC encourages organizations to employ innovative teaching methods and actively engage with the community to create a nurturing and stimulating educational environment. By fostering collaboration and partnership within the community, organizations can set a strong foundation for lifelong learning and success among young children and their families.

Service Area (2B): Community Health & Wellness, Healing, and Well-being

The HRC is seeking organizations committed to prioritizing family-centered approaches and well-being, recognizing the intricate interplay between physical, mental, and emotional health. These entities are expected to embrace a holistic perspective, integrating various facets of well-being into their services. To illustrate, they should:

- Go beyond conventional methods and incorporate alternative therapies, acknowledging the unique needs of families in their pursuit of comprehensive health.
- Extend their commitment beyond addressing immediate concerns, emphasizing a sustained and interconnected approach to support families in achieving optimal physical, mental, and emotional well-being.

Moreover, organizations must:

- Demonstrate a proven track record of success in executing comprehensive case management, encompassing thorough assessment and identification of specific needs.
- Exhibit proficiency in employing specialized treatment modalities, discharge planning, rehabilitation planning, wellness planning, and implementing life skills building or professional development programs.
- Bring extensive experience in providing social service consultations and counseling, particularly supporting individuals facing challenges such as serious mental health issues, active substance use, psychosis or suicidality, seniors and people with disabilities, those experiencing housing instability, and other marginalized communities. Possess expertise in trauma-informed care and

practices, emphasizing sensitivity to the unique needs of individuals who have experienced trauma.

- Specialize in working with families in San Francisco, adept at navigating diverse barriers to health and wealth equity.

Service Area (2C): Youth Advancement & Educational Enrichment

HRC is seeking organizations that provide tailored educational programming and embody a comprehensive approach to education that cater to the unique needs and experiences of youth in the underserved and marginalized communities. In the realm of academic support, they must offer customized assistance, recognizing and addressing individual learning requirements. Organizations' commitment should extend to implementing a culturally relevant curriculum, ensuring that educational experiences reflect and celebrate the rich cultural heritage of youth. These programs and initiatives must aim not only to broaden educational horizons but also to create a welcoming and inclusive community that fosters a love for learning.

In the domains of STEM and entrepreneurship, organizations must strive to ignite curiosity and foster skills in science, technology, engineering, and mathematics (STEM) through dedicated programs. Entrepreneurship workshops designed to foster innovative thinking and cultivate essential business development skills, enabling youth to excel in dynamic and competitive settings.

Recognizing the pivotal role of parental involvement, organizations should encourage active participation through parent engagement programs and offer family support services to facilitate collaboration in the educational advancement of youth. Organizations must exhibit a dedication to mentorship and leadership development, which can be seen through:

- Mentorship programs pairing youth with positive role models.
- Leadership development initiatives providing essential skills through workshops, seminars, and experiential learning opportunities.
- Provide training programs to equip youth with crucial digital literacy skills.
- Offer online educational resources to supplement traditional learning methods, ensuring technological proficiency.

Service Area (2D): Cultural Immersion Through Arts & Culture

HRC is seeking organizations that offer inclusive cultural and arts immersion experiences for youth, complemented by supportive wraparound services for families and community cohesion. To be eligible, an organization must showcase a combination of the following qualities:

- **Inclusive Cultural and Arts Immersion Experiences for Youth:**
 - Engaging sessions that introduce youth to diverse art forms.
 - Fostering creative expression among young participants.
 - Promoting shared experiences within families through cultural and arts activities.
- **Supportive Wraparound Services for Families:**
 - Providing comprehensive support services that address the needs of families.
 - Offering resources and assistance to promote family well-being and cohesion.
 - Ensuring that families feel supported and empowered in their cultural journey.

- **Community Cohesion:**
 - Encouraging community participation and unity through cultural celebrations.
 - Showcasing rich cultural heritage through festivals and events.
 - Creating opportunities for individuals from diverse backgrounds to come together and celebrate their shared identities.
- **Parental Education and Involvement:**
 - Offering initiatives focused on educating parents about the importance of cultural immersion.
 - Providing resources and workshops to foster understanding and appreciation of cultural diversity within families.
 - Encouraging active participation of parents in cultural events and activities.
- **Fostering Unity and Belonging:**
 - Creating a culturally enriched environment that supports the development of youth and families.
 - Promoting unity, understanding, and a sense of belonging within the community.
 - Building connections and relationships that strengthen the fabric of the community.

Service Area (2E): Strengthening Families for Collective Achievement

HRC is seeking organizations that collectively aim to strengthen families for collective achievement by addressing various aspects of their well-being and fostering a supportive and empowering environment. To be eligible, an organization must showcase a combination of the following qualities:

- Promoting comprehensive family support programs, including counseling services to address familial challenges and provide emotional support to both individual family members and the collective unit.
- Implement parental involvement initiatives such as workshops on child development and events highlighting the importance of parental participation in a child's growth.
- Foster community engagement and networking by creating platforms for families to connect and organizing events aimed at strengthening familial bonds.
- Provide crisis intervention and support services to assist families facing challenges, ensuring accessible resources are readily available.
- Offer youth development and mentorship programs that provide opportunities for positive youth development within the family structure, emphasizing the cultivation of leadership skills.
- Provide legal and advocacy services to support families navigating legal challenges and to advocate for their rights and well-being within the community.
- Conduct skill-building workshops aimed at enhancing the capacities of family members, offering training sessions on various life skills to empower families to thrive.

These criteria reflect HRC's commitment to supporting organizations that holistically address the needs of families and contribute to their overall well-being and success.

Service Area (3): Culturally Inclusive Pathways to Higher Education

The HRC is seeking proposals from qualified organizations to develop and operate a satellite campus for Historically Black Colleges and Universities (HBCUs) in San Francisco. This initiative aims to enhance

culturally affirming educational opportunities within the local community by focusing on the following objectives:

- Establishment of an HBCU Satellite Campus: Organizations should demonstrate capacity and a strategic plan for establishing a satellite campus, including securing physical space in San Francisco and coordinating logistics for campus setup.
- Partnership Development: Applicants must show proven ability or a detailed strategy to secure partnerships with one or more HBCUs. These partnerships should support academic programming and operational capacity of the satellite campus.
- Accreditation and Compliance: Demonstrated knowledge in navigating accreditation processes is essential. Organizations should outline their experience with or plans for achieving necessary educational accreditations to ensure program legitimacy and recognition; quality of education at the satellite campus shall be on par with the instruction at the institution's main campus and course credits shall meet standards for transferability to other accredited, post-secondary programs.
- Program Development and Launch: Experience in designing and launching academic programs is required. Proposals should detail plans for the types of programs to be offered, including curricular frameworks and student recruitment and engagement strategies.
- Collaboration with City and Community Partners: Demonstrated ability to coordinate with various city partners and stakeholders at the direction of HRC is crucial. This includes working collaboratively to align the satellite campus's goals with broader educational and local community objectives.
- Youth Empowerment and Support: Organizations must prioritize youth empowerment through educational opportunities and partnerships. Proposals should specify how the organization will support youth, particularly those from local historically marginalized communities, in accessing and succeeding in higher education.
- Downtown Revitalization: Organizations shall look to prioritize physical space in Downtown San Francisco, in alignment with the Mayors 30 by 30 Initiative to bring 30,000 new residents and students to Downtown by 2030, and to establish Downtown as a host for equitable higher education opportunities.

Cultural Sensitivity and Relevance:

- A demonstrated commitment to cultural relevance and sensitivity must be evident in all program aspects to ensure that educational experiences resonate with and affirm the identities of diverse student populations.

To be eligible, organizations must showcase a combination of the following:

- Established Partnerships: Evidence of current collaborations with post-secondary institutions.
- Accreditation Knowledge: Familiarity with accreditation processes and standards.
- Experience in Collaboratives: A history of participating in education-focused collaboratives that highlight the ability to work collectively and leverage resources.
- Focus on Youth Empowerment: Strategies that empower youth to pursue and succeed in post-secondary education.
- Commitment to Cultural Relevance: Demonstrable commitment to delivering culturally relevant and sensitive education.

- Planning and Coordination Abilities: Proven proficiency in planning and executing initiatives related to the development and operation of educational programs.

By fulfilling these requirements, organizations will align with HRC's goals under the Culturally Relevant Post-Secondary Pathways service area and contribute significantly to expanding educational opportunities for local youth.

Additional Capacity Building Funds

Organizations awarded a grant under this RFQ will be eligible to receive additional grant funds specifically to be used for organizational capacity building needs. Capacity building funds are intended to help grantees make long-term investments to be more effective in their management, governance, or organizational capacity. ***Applicants do not need to include their proposed capacity building efforts in their scope of work, budget, or budget narrative on Attachment IV, Written Proposal Response Template. This information will not be evaluated in the scoring process.***

Capacity building funds must be used for capacity building purposes only and may not be used for implementing the program funded under this grant (ex., may not be used for staff salary to implement a youth program funded under this grant). Examples of expenses that capacity building funds may be used for include, but are not limited to:

- Strategic planning
- Organizational assessment
- Financial assessment, planning & management, including cash flow, budget development, financial controls
- Fund development, including grant writing
- Evaluation assessment and planning
- Communications and marketing, including website development, public relations, brand development, use of social media
- Human resources, including professional development, succession planning, staffing structure, assessment, and retention
- Leadership development including executive coaching and peer cohorts
- Information systems management, including technology enhancements – not hardware
- Board development including assessment, recruitment, training, and structuring
- Restructuring and building relationships with other nonprofit organizations to strengthen service delivery, merge/closure, share resources, etc.

Examples of expenses that capacity building funds may not be used for are:

- Engagement of consultant to implement general programs/projects
- Lodging for employees or board members
- Printing of general program-related materials, i.e., annual reports, outreach materials, etc.
- Renovations, capital improvements, rent, rental fees
- Financial deficits
- One-time events or conferences that do not build long-term capacity
- Sale of tickets for the purpose of fundraising

Additional annual grant funds for capacity building as described above will be provided to grantees based on their FY '22-23 total revenue (ex., as reported on the IRS Form 990) as follows:

Tier	FY '22-23 Total Revenue	Annual Capacity Building Fund Award
Tier 1	\$0-\$200,000	\$5,000
Tier 2	\$200,001-\$500,000	\$10,000
Tier 3	\$500,001-\$2 million	\$5,000
Tier 4	Greater than \$2 million	\$0

3. Application Process

3.1. Proposal Package and Checklist

A complete Proposal Package shall include all of the items listed in the Proposal Package Checklist, below. Instructions and tips on completing all Proposal Package documents are included following the Checklist and all templates noted can be downloaded from <https://sf-hrc.org/grant-opportunities>.

The following items must be completed and included in the application package:

- RFQ Attachment I: Proposal Coversheet and References
- Attachment II: City’s Agreement Terms and Conditions
- RFQ Attachment III: City’s Administrative Requirements
- RFQ Attachment IV: Written Proposal Template

Additional reference materials and guidelines:

Please complete the template(s) and verify that you meet all requirements. Only submissions with all required attachments will be considered for funding. Alternative formats of templates may also be provided to individuals with disabilities by contacting hrc.grants@sfgov.org before the submission deadline. If using an alternative format for your responses, the information in Attachment IV – Written Proposal Template must be included in the order specified to be scored appropriately.

3.2. Submission Deadline and Confirmation

- 3.2.1.Deadline: Proposal Packages and all related materials (“Complete Proposal Packages”) must be received by HRC by **5:00 p.m. Pacific on Friday, June 21st, 2024**. Complete Proposal Packages must be submitted electronically via email to hrc.grants@sfgov.org.
- 3.2.2.Confirmation: Upon successful submission, you will receive an automated response to confirm your submission was received by the deadline. Save this information for future reference.
- 3.2.3.Corrections: If you discover an error in your submission and need to submit a revised proposal, compile all items on the Proposal Package Checklist, follow the same steps as outline above, and ensure that the revised submission is submitted by the deadline.

3.2.4. Late submissions: Any submissions and supplementary materials received after 5:00 p.m. Pacific on Friday, June 21st, 2024, will not be considered. **Early submission is highly encouraged.**

3.3. Best Practice Tips

- Use the Submission Package Checklist to ensure your proposal is complete.
- Write as clearly and succinctly as possible and respond directly to the questions as asked. Do not submit extra materials not requested.
- If you are submitting multiple applications, please do not cross-reference content between submissions. For example, do not respond to questions with statements such as “Please see this answer in my submission to the other Program Area.”

4. Evaluation Process

HRC will review all submissions to determine if they are complete and eligible. Incomplete, late or otherwise ineligible submissions will not be considered, and applicants will be notified if their proposals have been disqualified.

It is the City’s intent to prequalify Respondent(s) that provide the best overall qualifications to the City and will provide the best overall service package inclusive of fee considerations. Firms selected for prequalification are not guaranteed a contract. This RFQ does not in any way limit the City’s right to solicit contracts for similar or identical services if, in the City’s sole and absolute discretion, it determines the prequalified list is inadequate to satisfy its needs.

There are two phases to the evaluation process. HRC staff will first perform an Initial Screening, described below. Responses that pass the Initial Screening process (Section 4.1), including Minimum Qualifications (Section 4.2), will proceed to the Evaluation of Organizations (that met Minimum Qualifications), described in Section 4.3. City or community representatives may serve as the Evaluation Panel responsible for evaluating Respondents. Evaluation Panelists will evaluate and rate the responses for prequalification. Depending on the number and quality of proposals, Respondents may be invited to be interviewed by the Evaluation Panel to make a final selection, if desired by the City.

4.1. Initial Screening

The City will review each response for initial determination on responsiveness and acceptability in an Initial Screening process. Elements reviewed during the Initial Screening include, without limitation: compliance with submission requirements; compliance with Minimum Qualification requirements (Section 4.2), compliance with format requirements, response completeness, and verifiable references.

Responses are not scored during the Initial Screening process. Initial Screening is a pass/fail determination as to whether a response meets the threshold requirements described above. **By Friday, June 21st, 2024, at 5:00pm Pacific, the RFQ Response Deadline, any response that does not demonstrate that Respondent meets requirements in Section 4.2 will not be eligible for consideration.**

4.2. Minimum Qualifications

An applicant is eligible if the following applies:

- Is (or have a fiscal sponsor that is) a nonprofit, public benefit corporation that is tax exempt under Internal Revenue Code 501(c)(3) as a public charity.
- Is a Vendor of the City or be willing and able to become a Vendor of the City. Organizations who are not yet City Vendors are urged to begin the Vendor application process as soon as possible in order to ensure that they meet this requirement if awarded a grant. To learn more about becoming a City vendor, visit the City's Office of Contract Administration at <http://sfgsa.org/index.aspx?page=4762> which offers all of the necessary instructions and forms required to become a City Vendor. Note: subcontractors and consultants to the Respondent do not need to be City vendors.
- Are not debarred or suspended from participation in local, State or Federal programs.
- Can comply with all local, state or federal laws and regulations if funded.
- Be in good financial standing according to generally accepted accounting practices.
- Must commit to the following: funds received under this RFQ shall not be used to influence or seek to influence local, state, or federal governmental decisions. This includes but is not limited to: lobbying agencies of the City and County of San Francisco; funding political campaigns; or influencing or seeking to influence funding decisions made by the City and County of San Francisco regarding your agency or any subgrantees, other organizations, or other individuals funded under this RFQ.
- Have 2 or more full-time employees.
- Experience in serving underserved and marginalized families in San Francisco.
- Must have experience working with 2 or more of the following San Francisco neighborhoods: Bayview/ Hunters Point, Tenderloin, OMI (Oceanview, Merced Heights, Ingleside), Lakeview, Western Addition, Treasure Island, Potrero Hill, Visitacion Valley

No City agencies or departments may apply for funding under this RFQ.

4.3. Selection Criteria

Creation and Duration of the Prequalified Pool

Proposers meeting the Minimum Qualifications and scoring a minimum of **70 points** for each Service Area shall be added to the Prequalified Pool and eligible for potential contract negotiations ("Resulting Contract") with the City, on an as-needed basis. A Prequalified Pool list is valid for 2 years, but may be extended for up to 2 additional years if re-opened by City in accordance with Section 21.4 of the San Francisco Administrative Code. Responsive Proposals will be evaluated by a panel ("Evaluation Panel") consisting of parties with expertise related to goods and/or services being procured through this RFQ. The Evaluation Panel may include staff from various City departments. Proposals will be evaluated based on the criteria outlined herein. Applications will be reviewed and evaluated using the criteria described in this section. If applicable, a Contract Monitoring Division (CMD) Contract Compliance Officer will assess Proposal compliance with Local Business Enterprise (LBE) requirements and assign a rating bonus. The CMD-adjusted scores (if applicable) will then be tabulated and Proposers will be assigned scores.

The following information should be filled out in Attachment IV, Written Proposal Template. Point values indicate the relative importance placed on each section and points will be awarded based on the extent to which the application addresses the criteria listed. Applicants should prepare their submission with these criteria in mind.

Proposers must provide a separate Attachment IV (Written Proposal Template) for each RFQ Service Area they apply to. Failure to do so will lead to disqualification from relevant awards. (For instance, if a Proposer applies to both Brighter Futures Backbone/Navigator and Food & Culturally Inclusive Pathways to Higher Education, they will submit two Attachment 2 documents, one for each Service Area.)

This section describes the guidelines used for analyzing and evaluating the responses and for Respondent prequalification.

1. Respondent/Applicant Information.

- a. Organization and/or Partner Name(s)
- b. Contact Information
- c. Eligibility based on minimum qualifications for the applicable Service Area.

2. Applicant Qualifications and Staff Assignments (30 points)

- a. Describe your organization, your services, and the population(s) you serve. Indicate how your organization aligns with and contributes to the Dream Keeper Initiative’s mission to ensure San Francisco’s diverse communities are experiencing joy, feelings of safety, advancing educationally and economically, are holistically health, and are thriving.
- b. Describe your staffing plan for the proposed project:
 - i. 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.
 - ii. 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.
 - iii. 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.

	Staff Name	Title	Paid or Volunteer	Years of Experience in this Type of Role	Ave # Hours Per Week
1					
2					
3					

4					
5					
6					

3. Scope of Work (40 points)

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

a. Brighter Futures Backbone/Navigator Organization (Service Area (1) only):

- i. Describe your organization’s experience in forming impactful partnerships with community organizations and stakeholders to support youth and families?
- ii. How do you plan to empower collaboratives and individuals within underserved communities to navigate complex youth and family support systems effectively?
- iii. What steps will you take to foster collaboration and partnership with organizations that share your vision for positive change and brighter futures for all individuals and families?
- iv. How does your organization collect data and establish performance metrics to evaluate the impact and effectiveness of its initiatives in supporting youth and families within underserved communities?
- v. Can you share any specific successes or achievements from your previous work that align with the objectives of the Brighter Futures Backbone/Navigator organization?

b. Brighter Futures Collaboratives (Service Area (2) only):

- i. Context: The specific area(s) you have selected to address and why.
- ii. Goals: The goals of the proposal and how they align with this RFQ.
- iii. Approach: The activities, steps, systems, and infrastructure to be conducted or implemented, including a timeline.
- iv. Impact and Outcomes: What will this proposal achieve? What are the performance measures you will use to determine if the project was successful? How will data be collected, analyzed, and reported in order to measure impact?
- v. Sustainability: 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.

c. Culturally Inclusive Pathways to Higher Education (Service Area (3) only):

- i. How does your organization's mission align with the goal of enhancing culturally affirming educational opportunities for Historically Black Colleges and

Universities (HBCUs) in San Francisco?

- ii. How will your organization engage with the local community to ensure the satellite campus meets the needs and preferences of the San Francisco community, particularly those from historically underrepresented backgrounds?
- iii. How does your proposal demonstrate innovative approaches to delivering culturally affirming educational experiences and supporting the academic success of students at the satellite campus?

d. All Service Areas (1, 2 and 3)

- i. Previous or current DKI Funding (Either 0 points or 5 points): If your organization currently has or had a DKI grant between start date – end date (July 1, 2021 – June 30, 2024), please provide the name of the funding Department and the dates of the grant. Organizations with a previous or current DKI grant will receive an additional 5 points.

Note: Do not include the Additional Capacity Building Funds described in Section 2.1.1.1 Description of Proposed Work of the RFQ in the Scope of Work.

4. Budget and Narrative (20 points)

- a. Provide a budget along with a budget narrative that describes your use of funds.
- b. The proposed budget is submitted on the required template and applicants' overall budget is of a size to reasonably expect successful delivery of the program.
- c. Applicant maintains strong fiscal controls and would ensure the prudent use, proper and timely disbursement and accurate accounting of funds awarded under this RFQ.

Note: Do not include the Additional Capacity Building Funds described in Section 2.1.1.1 Description of Proposed Work of the RFQ in the Budget or Budget Narrative.

5. Letters of Recommendation (10 points)

- a. Please submit exactly two (2) letters of recommendation from other organizations or individuals regarding your qualifications in the Service Area you plan to work in. Letters of recommendation should also describe your connections to underserved and marginalized communities in San Francisco and name the nature and extent of those connections within each specific community.

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.

4.4. Prequalification Process

4.4.1. Reference Checks

Reference checks, including, but not limited to, those provided in Attachment I, may be used to determine the applicability of Respondent experience to the services the City is requesting and the quality of services and staffing provided to prior clients, as well as adherence to schedules/budgets and Respondent's problem-solving, project management and communication abilities, as well as performance on deliverables and outcomes, and effectiveness in meeting or exceeding project objectives. If reference checks deem that information included the response is untruthful, then the City will reject the response.

4.4.2. Release and Waiver Agreement

To effectuate the candid completion of the reference check above, Respondent is required to sign the RFQ Attachment I, Section D, Release of Liability.

4.4.3.

4.4.3.1. Selection of Grantees from the Prequalified Pool

City shall select grantees from the Prequalified Pool for Resulting Grants pursuant to three options, as described below.

Selections must be made prior to Pool expiration.

- a. City may select the highest available ranked grantees from the Prequalified Pool (if a ranking was done when the pool was created); OR
- b. City may request quotes or proposals from Prequalified Pool from which to select. Where applicable, the Department shall apply Chapter 14B LBE Rating Bonuses or Bid Discounts when evaluating quotes and proposals received from the Prequalified Pool.
- c. For Resulting Contracts that are less than the Minimum Competitive Amount in effect when the selections are being made, City may select a contractor from the Prequalified Pool without any further solicitation. In choosing this option, City shall notify the Prequalified Pool of its selection. The Notice shall specify the commodities and/or services awarded; their cost; and the selected Grantee's unique qualifications for having been selected without a further solicitation.

4.4.4. Other Terms and Conditions

The selection of any prequalified Respondent for contract negotiations shall not imply acceptance by the City of all terms of the response, which may be subject to further negotiation and approvals before the City may be legally bound thereby.

If a satisfactory contract cannot be negotiated in a reasonable time with any prequalified Respondent, then the City, in its sole discretion, may terminate negotiations and begin contract negotiations with any other remaining prequalified Respondents.

The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to a firm's projects before and throughout the contract term. The City reserves the right at any time to

approve, disapprove or modify proposed project plans, timelines and deliverables. Such approvals will not be unreasonably withheld.

5. Protest Process

5.1. Protest of RFQ Terms

Failure of a Respondent to comply with the protest procedures set forth in this section will render a protest inadequate and non-responsive, and will result in rejection of the protest.

Should a prospective Respondent object on any ground to any provision or legal requirement set forth in the RFQ (including all Appendices and all Addenda), including but not limited to Protests based on allegations that: (i) the RFQ is unlawful in whole or in part, (ii) one or more of the requirements of the RFQ is onerous, unfair, or unclear; (iii) the structure of the RFQ does not provide a correct or optimal process for the solicitation of the Services; (iv) the RFQ contains one or more ambiguity, conflict, discrepancy or other error; or (v) the RFQ unnecessarily precludes alternative solutions to the Services or project at issue, the prospective Respondent must provide timely written notice of Protest as set forth below.

By 5:00 p.m. Pacific on the third (3rd) business day of the issuance of the RFQ, any Respondent may submit a written Notice of Protest of the RFQ Terms. The Notice Protest shall state the basis for the Protest, refer to the specific requirement or portion of the RFQ at issue, and shall describe the modification to the RFQ sought by the prospective Respondent. The Protest shall also include the name, address, telephone number, and email address of the person representing the prospective Respondent.

If required, the City may extend the response submittal deadline to allow sufficient time to review and investigate the Protest, and issue Addenda to incorporate any necessary changes to the RFQ.

5.2. Protest of Non-Responsiveness Determination

If your proposal is deemed non-responsive, you will receive notice from the City explaining the reason for removing it from consideration. By 5:00 p.m. Pacific on the fifth (5th) 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 RFQ 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.

5.3. Protest of Establishment of Prequalified List

By 5:00 p.m. Pacific on the fifth (5th) business day of the City's issuance of a Notice of Intent to Establish a Prequalified List, a Proposer who believes that the City has incorrectly selected another Proposer for prequalification may submit a written Notice of Protest of Prequalification. 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 RFQ 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.

5.4. Protest of Grant Award

By 5:00 p.m. Pacific on the fifth (5th) business day of the City's issuance of a Notice of Intent to Award, a Proposer believes that the City has incorrectly selected another proposer for award may submit a written Notice of Protest to Contract 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 RFQ 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.

5.5. 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 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.

- Protests by email must be sent to hrc.grants@sfgov.org. Letters transmitted electronically must be sent in PDF format.
- Protests by U.S. mail must be addressed to:

Human Rights Commission
Attn: HRC Grants
25 Van Ness, Room 800

Following the City's receipt of a timely protest, the City may decide to schedule a meeting to review and attempt to resolve the protest. The meeting will be scheduled within ten (10) calendar days of the receipt of the protest, in a format that follows public health and accessibility guidelines. If the City determines a meeting is not necessary to address the protest, the agency can anticipate a written response from the City within 10 calendar days of submission of the letter of appeal. **All protest determinations made by the Director HRC are final.**

6. Reservation of Right to Reject or Cancel

The issuance of this Solicitation does not constitute a guarantee by the City that a contract 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..

7. Cooperative Agreement

Any other City department, public entity or non-profit made up of multiple public entities, may use the results of this RFQ to obtain some or all of the commodities or services to be provided by Proposer under the same terms and conditions of any Grant Agreement(s) awarded pursuant to this RFQ (SF Administrative Code, Section 21.16).

8. City's Social and Economic Policy Requirements

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 contracts awarded from it.

8.1. Nondiscrimination Requirements

If awarded a Resulting Contract when selected from the Prequalified Pool, Proposer may not, during the term of the Contract, 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 San Francisco Labor and Employment Code Articles 131 and 132.

8.2. Health Care Accountability Ordinance

If awarded a Resulting Contract when selected from the Prequalified Pool, Proposer may be required to comply with the requirements of San Francisco Labor and Employment Code Articles 121. For more information, visit: <http://sfgov.org/olse/hcao>.

8.3. Minimum Compensation Ordinance

If awarded a Resulting Contract when selected from the Prequalified Pool, Proposer may be required to comply with San Francisco Labor and Employment Code Articles 111. For more information, visit: <http://sfgov.org/olse/mco>.

8.4. First Source Hiring Program

If awarded a Resulting Contract when selected from the Prequalified Pool, Proposer may be required to comply with all of the applicable provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code. For more information, visit <https://oewd.org/first-source>.

8.5. Non-Profit Entities

If awarded a Resulting Contract under this Solicitation, any nonprofit Proposer must be in good standing with the California Attorney General's Registry of Charitable Trusts by the time of contract execution and must remain in good standing during the term of the agreement. Upon request, Proposer must provide documentation to the City demonstrating its good standing with applicable legal requirements. If Proposer will use any nonprofit subcontractors to perform the agreement, Proposer will be responsible for ensuring they are also in compliance with all requirements of the Attorney General's Registry of Charitable Trusts at the time of Contract execution and for the duration of the agreement.

9. How to Register as a City Supplier

The following requirements pertain only to Bidders 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 the online 12B Declaration for Article 131 (Equal Benefits Program) compliance 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.
- **Equal Benefits Program Inquiries:** For questions concerning the San Francisco Labor and Employment Code Articles 131 and 132, go to: www.sfgov.org/cmd.

10. 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 contract awarded pursuant to this Solicitation.

11. 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

12. 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.

13. Other

The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which the goods are to be delivered or 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 plant 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 contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.

3. Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract 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.

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 contract award.