

City and County of San Francisco



Request for Proposals (RFP) #230 *Economic Development Grants*

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| Issued by: | Office of Economic and Workforce Development (OEWD) |
| Date issued: | Thursday, September 5, 2024 |
| Proposals due: | Monday, September 30, 2024 by 5:00 P.M. Proposal submissions will be accepted online only. A link to the online application is published to the RFP 230 website: sf.gov/resource/2024/request-proposals-rfp-230 |
| <p>OEWD will host an <i>optional</i> virtual Technical Assistance (“TA”) Conference on:</p> <p>DATE: Wednesday, September 11, 2024 TIME: 2:00 P.M.-3:00 P.M.</p> <p><i>Please visit the RFP 230 website to access information about the virtual TA Conference</i></p> <p>This event will be conducted remotely, in accordance with public health and accessibility guidelines. The event will include captioning. A recording of the meeting and all presentation materials will be posted to the RFP 230 website following the event.</p> <p><i>Please visit the RFP 230 website for more information on technical assistance opportunities.</i></p> | |
| Questions about this RFP? | Technical assistance will be provided by phone or email in accordance with public health and accessibility guidelines. Please email: oewd.procurement@sfgov.org |
| Need the RFP or application materials in alternative formats for persons with disabilities? Please send an e-mail to: oewd.procurement@sfgov.org | |

Request for Proposals (RFP) #230

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Introduction, Overview and Schedule

OEWD’s mission is to advance equitable and shared prosperity for San Franciscans. We support businesses of all sizes, create great places to live and work, and help everyone achieve economic self-sufficiency. Learn more about our work at the following website:

<https://sf.gov/departments/office-economic-and-workforce-development>

The funding in this Request for Proposals (“RFP”) is in furtherance of the public purpose of providing critical economic development resources to support San Francisco’s residents, businesses, and visitors. The total amount of funding anticipated for initial grant awards is **\$4.5 Million**. Additional details regarding the funding limits for this RFP, and the expected term of initial grant agreements, are summarized below and detailed in Section II of this document. The funding intends to deliver critical programs and initiatives in the Union Square and Yerba Buena neighborhoods. These programs will be administered through OEWD’s **Community Economic Development Division**.

About Community Economic Development

The Community Economic Development (CED) Division is committed to advancing racial equity, diversity and inclusion in San Francisco’s neighborhood commercial corridors and meeting the needs of local residents and users by strengthening small businesses, improving physical conditions, increasing quality of life, and building community capacity. In pursuit of these objectives, CED offers programs that are designed to provide focused, customized assistance that meets the specific needs of San Francisco’s neighborhood commercial corridors by leveraging existing programs from across multiple City departments and nonprofit partners.

There are many programs offered through CED for which more information can be found at:

<https://sf.gov/departments/office-economic-and-workforce-development/community-economic-development>

A. Eligible Applicants

You are eligible to apply if you:

- Are a nonprofit 501(c)(3), 501(c)(4), or 501(c)(6) organization, registered with the Internal Revenue Service (IRS) and in good standing with State of California's Registry of Charitable Trusts and the California Secretary of State (SOS), the Franchise Tax Board, and eligible to do business with the City and County of San Francisco. This includes Community Benefit Districts (CBDs) and Business Improvement Districts (BIDs).
- Are not debarred or suspended from participation in local, State or Federal programs;
- Meet all minimum qualifications as described in Section II below. Failure to satisfy the minimum qualifications will eliminate the applicant from further consideration;
- Can comply with all local, state, or federal laws and regulations if funded. Please see **Appendix C** and **Appendix D** for more information about general terms and conditions of City funding opportunities.

As noted above, to receive a grant under this Solicitation, Proposer must be in good standing with the California Secretary of State, the Franchise Tax Board and the Internal Revenue Service. If Proposer is a **nonprofit organization**, it must also be in good standing with the California Attorney General's Registry of Charitable Trusts. Proposer cannot be suspended or debarred by the City or any other governmental agency. Proposer must comply with all applicable legal requirements by the time of grant execution and must remain in good standing with these requirements 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 subcontractors/subgrantees/subrecipients to perform the agreement, Proposer will be responsible for ensuring they are also in compliance with all applicable legal requirements at the time of grant execution and for the duration of the agreement.

Fiscal Sponsor

If you are a **fiscal sponsor** to another organization (or group of organizations), you must serve as the lead applicant and meet all criteria described above. While your subcontractors/subgrantees/subrecipients do not need to become City Suppliers, they must meet all other applicable compliance requirements.

Should a fiscal sponsorship relationship terminate during the course of the agreement, OEWD will require documentation that proves that the new lead entity (which may be an approved subgrantee or a new fiscal sponsor) can meet all of the initial award criteria and can accept the terms of the remaining agreement. In the event that a new qualified fiscal sponsor cannot be identified, OEWD reserves the right to cancel the award and terminate the agreement.

Please note: The City reserves the right to decline to enter into a contract due to the failure of a nonprofit organization to be eligible to do business as a result of its non-compliance with the

requirements of a governmental agency having jurisdiction, including, but not limited to, the organization's failure to be in good standing with the California Registry of Charitable Trusts.

B. Available Funding

Unless otherwise noted, the initial round of funding included in this RFP is expected to be local City funds ("General Fund"). OEWD may also award a variety of federal, state, or local funding to support the program in future program years, including, but not limited to:

- Department of Labor - Workforce Innovation and Opportunity Act (WIOA), National Dislocated Worker Grant, American Apprenticeship Grant, Emergency Funds, etc.
- US Small Business Association (SBA)
- Housing and Urban Development - Community Development Block Grant (CDBG)
- Other city, state, federal and non-government sources, such as contributions from private foundations

Should any additional funding be identified to support the program in future program years, OEWD will disclose the terms and conditions related to those awards to the chosen Grantee, and such Grantee will be required to demonstrate the ability to comply with any additional terms and conditions prior to entering into or renewing a grant.

The funding amounts listed in this RFP are anticipated initial funding awards, based on current budget availability. Actual awards will be determined by the number of responsive proposals that meet OEWD strategies and objectives, and funding may be less or more. **Please submit budget requests according to the limits in this RFP;** however, OEWD may negotiate different funding allocations, grant terms, and project goals before finalizing awards. Should additional funding become available, award amounts may be increased significantly beyond the originally anticipated amount at a level commensurate to the cost-per-deliverable or cost-per-client detailed in the RFP, or, in OEWD's sole decision, applicants to this RFP may be invited to submit an additional proposal in order to increase the size of a grant award.

Additional funding may become available through OEWD or other City departments, to be used for specific, targeted services. If there is an alignment between the targeted services and services provided in the program within the RFP, such additional funding may be used to fund the program in this RFP. Another City department other than OEWD may decide to award funding based on alignment of services requested. OEWD, or other City agencies, will disclose any additional regulations or requirements during the negotiation process for grants or contracts that are awarded through this RFP and funded by other local, state, federal or non-city sources.

Nonprofit organizations funded by OEWD under this RFP may also be eligible to apply for funding under OEWD's nonprofit capacity fund, which has a separate application and selection process. The goal of OEWD's nonprofit capacity fund is to maintain continuity of economic and

workforce development services by potentially assisting OEWD's nonprofit suppliers with one-time, as-needed funds to support administrative operations and organizational effectiveness (e.g., leadership transition, strategic partnership). The fund is dependent on funding availability, and limited to nonprofit organizations who are currently funded by OEWD for the specific purpose of providing economic and workforce development services. When funding becomes available, eligible nonprofit organizations currently funded by OEWD will be notified of the opportunity to apply for funding.

C. Technical Assistance

OEWD is committed to ensuring all applicants have a fair chance to compete for this funding. In recognition of the current public health climate, all technical assistance will be provided online/by phone. OEWD will host multiple online drop-in sessions for applicants to receive guidance and support on the application process (please visit the [RFP 230 website](#) for details). If you have any questions about this RFP, or need assistance with the application, please get in touch with our office at the following email address: oewd.procurement@sfgov.org

D. Service Period

Grants are expected to begin **November 2024 or later**. Successful proposals are expected to be funded for up to two (2) years. OEWD may elect to extend grants for up to four (4) additional years, concluding no later than June 2030. Grants may be negotiated for shorter or longer terms, and funding awards will be adjusted commensurate with the adjusted service period. In some cases, the City may offer initial grant terms that align with the eligible term of this RFP, through fiscal year 2029-2030.

All decisions regarding the size, length, and scope of future funding awards are subject to OEWD approval and budget availability. Some of the service areas may not be funded initially, but OEWD may award unfunded proposals within the term of this RFP if funds become available that align with the services proposed. 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 OEWD. Grantees will be asked at a minimum to submit a final report of their activities and, if OEWD elects to renew the award, a revised scope of work and budget for the renewal period(s) for OEWD review. OEWD reserves the right, in its sole discretion, to not renew funding awards.

E. Schedule

The anticipated schedule for awarding initial funding is as follows:

| RFP Phase | Date |
|---|--|
| RFP is issued by the City | Thursday, September 5, 2024 |
| Technical Assistance Conference <i>Note: Additional technical assistance offerings are listed on the RFP 230 website</i> | Wednesday, September 11, 2024 2:00 P.M. – 3:00 P.M. |
| Deadline for submission of written questions* <i>Email to oewd.procurement@sfgov.org</i> | Tuesday, September 24, 2024 at 11:59 P.M. |
| Answers to questions posted online | Initial Posting: Friday, September 13, 2024 by 11:59 P.M. Final Posting: Friday, September 27, 2024 by 11:59 P.M. |
| Proposals due <i>Submissions accepted online only</i> | Monday, September 30, 2024 by 5:00 P.M. |
| Committee Proposal Review | Early October 2024 |
| Grantee Selection and award notification | Wednesday, October 9, 2024 |
| Protest period ends | 5 business days following award notification |
| Projects begin | November 1, 2024 or later |

Each date is subject to change. For the latest schedule, check the RFP 230 website.

*Note: Substantive questions regarding the program area under this RFP – such as clarifying questions regarding the eligibility of proposed projects – must be submitted by the above deadline. Purely technical questions regarding how to complete or submit the online RFP application will be answered until the proposal submission deadline. Send an email to oewd.procurement@sfgov.org if you have substantive questions regarding the program area or have technical assistance needs. Applicants are responsible for reviewing all portions of this RFP, including the attached Addenda and to seek clarification of any ambiguity, discrepancy, omission, or error in the RFP, prior to submitting their proposal.

Additional Technical Assistance Offerings

In addition to the Technical Assistance Conference, OEWD will host multiple drop-in technical assistance sessions online via Zoom, to provide support to applicants on navigating the RFP materials or online application. At sessions that take place prior to the Q&A deadline posted above, OEWD may collect and/or answer some substantive questions in these sessions and will

post the questions and responses on the Q&A log for transparency. Please visit sf.gov/resource/2024/request-proposals-rfp-230 for more information on these drop-in sessions.

F. Miscellaneous

The issuance of this RFP 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 RFP;
4. prior to the submission due date, 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 RFP, or the requirements for contents or format of the proposals;
5. procure any materials, equipment, or services specified in this RFP by any other means; or
6. determine that the subject goods or services are no longer necessary.

The City reserves the right to impose additional data collection and security requirements, insurance coverage, and/or audits of organizational policies related to the use of personally identifiable or otherwise protected information, if necessary. Such requirements will be disclosed during the grant negotiation process.

THE SUBMITTAL OF A RESPONSE TO THIS RFP SHALL EXPLICITLY STIPULATE ACCEPTANCE BY PROPOSERS OF THE TERMS FOUND IN THIS RFP, AND ANY AND ALL ADDENDA ISSUED TO THIS RFP.

II. Program Area and Scope of Work

This RFP includes 1 program under 1 OEWD Division.

Press “Ctrl” and click the hyperlink (Program Area Name) to navigate to the program.

[Community Economic Development Programs](#)

| # | Program Area Name | Maximum Budget Request per Proposal | Anticipated Number of Grant Awards | Target Neighborhood(s) | Eligible Applicants |
|---|---|-------------------------------------|------------------------------------|---------------------------|---|
| A | HEART Corridor Safety Plan – Union Square and Yerba Buena | \$2,500,000 | 2 or more | Union Square, Yerba Buena | Community Benefit Districts, Business Improvement Districts, Nonprofits |

Community Economic Development Programs

Community Economic Development Grant Awards

The Community Economic Development program will be prioritized for initial funding awards and renewals as follows:

Initial Funding Awards

Applicants may propose budgets within the limit(s) set in the program area. OEWD will offer funding to the top-ranked proposal(s) that are most responsive and that best meet departmental strategies and objectives. Budget requests should align with the scale and duration of the proposed project, and Applicants are encouraged to list any committed, leveraged resources that will ensure the success of the proposed project.

If additional funding becomes available, either through OEWD's budget process or through the addition of other funding streams (e.g. competitive grants, other departmental work orders, or private donations), OEWD may elect to either offer awards to top-ranked applicants in amounts which exceed the amounts currently set forth in the subject Program Area budget, or offer funding to additional applicants in excess of the stated Anticipated Number of Awards for the Program Area in descending order based upon the applicant's score, as further described in the example below. Please note that, in the event additional funding is secured, **the amount of any initial funding award may be as much as 400% of the proposed budget amount listed under "Initial Funding Amount" in the program area.**

In the event that needs change for a particular neighborhood or service area, but such change is within the term and scope of the RFP, OEWD may also elect to revisit submitted proposals and extend funding offers to other highly-ranked applicants that were not initially selected for funding, and awards will be given in accordance with the ranking of the applicant pool. If additional funding is identified to support the services in the program area, applicants to the program area may be invited to submit an additional proposal to request additional funding, which shall include a description of the increased services to be provided and/or the extended duration of existing or increased services in order to justify a new grant or increase the size of an existing grant award.

For example, the program area lists \$250,000 as the amount of funding available, and states OEWD will fund "1 or more" applicants. OEWD receives 3 competitive proposals in response to the RFP and subsequently receives \$500,000 in additional funding to support the program area resulting in available funding in the total amount of \$750,000. OEWD may pursue any of the following options:

Option 1: If funds have not yet been awarded, OEWD may award increased funds to highly ranked applicants, in descending order, not to exceed 400% of the budget request and commensurate with the scale and duration of their proposed projects.

Option 2: If funds have been awarded to one or more applicants, OEWD will notify all 3 qualified applicants that additional funding has been secured and ask them to submit an additional proposal to justify an increased funding award up to 400% of the original grant proposal amount. These subsequent proposals may be ranked based on a variety of factors, including, but not limited to, how well the proposal meets the intended impact to be achieved through the funding stream, the applicant(s) demonstrated capacity to deliver services to key neighborhoods or populations, a change in service needs as articulated by the community/ies being served by the program, and/or how well the proposal aligns with the strategic priorities of the Community Economic Development Division.

Grant Renewals: There may be funding to continue activities following the initial grant period; however, the precise amount of available funding cannot be determined at the time of this RFP. Renewals are contingent on available funding, as well as the selected grantee's performance during the initial grant period. Should additional funding become available, award amounts may be increased significantly beyond the originally anticipated amount at a level commensurate to the cost-per-deliverable or cost-per-client detailed in the RFP and subsequently negotiated with selected grantees.

Program Area A: HEART Corridor Safety Plan – Union Square and Yerba Buena

Anticipated Number of Awards: 2 or more

Initial Funding Awards: Total amount of funding available under this program area is \$4,500,000. Applicants may propose budgets of up to **\$2,500,000** to cover up to 24 months (2 years) of services. Grant renewals are conditioned on the availability of additional funding, as well as the grantee’s performance in the initial grant period. If additional funding is secured following the issuance of this RFP, grant agreements may be negotiated for longer terms up to the maximum amount allowed under this procurement (ending no later than June 30, 2030) and budgets may be adjusted commensurate with the extended service period. All funding awards (including renewals) are contingent on available funding and actual funding may be less or more.

Expected Start Date: November 1, 2024 or later

Eligible Neighborhood(s): Applicants, which may include primary applicants or program leads, must have a physical location within the Union Square and/or Yerba Buena neighborhoods.

Target Population(s): Residents, businesses, cultural institutions, and visitors in and around the Union Square & Yerba Buena neighborhoods.

Scope of Work

OEWD is seeking proposals from **Community Benefit Districts (CBDs), Business Improvement Districts (BIDs) and nonprofit organizations** that have experience in addressing safety-related quality of life issues and/or directly providing related services to partner with fellow grantees, government agencies, and community stakeholders to create a plan for a comprehensive daily safety presence with day and night coverage between the Union Square and Yerba Buena neighborhoods. Planning should focus on a particular Area (defined below) with consideration for coordination of efforts between both Areas.

In alignment with [Mayor Breed’s HEART Plan](#) (“HEART” being an acronym for “hospitality, entertainment, arts and culture, retail and tourism”), the goal of this work is to support ongoing safety ambassador work in the area while ensuring a coordinated, consistent, and visible neighborhood-based safety presence between neighborhoods. Further, this work should both directly and indirectly provide support in these identified neighborhoods to enhance the safety environment for visitors, businesses, cultural institutions, and public spaces in the area. Examples of direct activities include expanded deployment of existing community ambassadors, or the establishment of a new community ambassador program, to create a safety presence in the target area. Examples of indirect activities include working with community partners and stakeholders, leading community engagement activities, or other related efforts that increase coordination and collaboration in the target area.

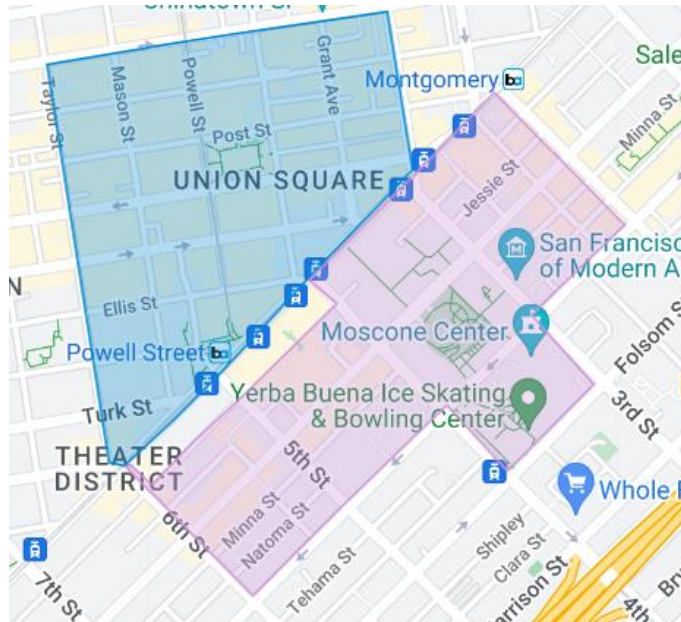
The HEART Safety Plan (known as ‘HEART Safety Plan Area 1’ or ‘HEART Safety Plan Area 2’ pursuant to the geographic areas described below) shall propose ways to augment the resources of law enforcement and other existing City or City-partner-driven Ambassador programs, including those of the Community Benefit Districts that already provide ambassador services in the area.

Each selected grantee under this program shall have their own area of focus (‘HEART Safety Plan Area 1’ and ‘HEART Safety Plan Area 2’), however, these grant awards will require coordination with the awardee of the alternate Area and relevant City departments and neighborhood stakeholders. As such, strong proposals will indicate proposed coordination activities (i.e., shared dispatch) with the alternate Area in addition to OEWD, law enforcement, and existing ambassador programs.

Specifically, each HEART Safety Plan should identify all of the following:

- Internal actions that each Area awardee can take to address quality-of-life or safety issues in their respective areas (i.e., via added funding to existing or new safety ambassador programs)
- Processes and procedures for coordination with alternate Area awardee, law enforcement, and other City/City-partner Ambassador programs (i.e., via shared dispatch services between Awardees to ensure coordinated coverage across larger area)
- Benchmarking to track success of efforts over the course of the grant period (minimum metrics to be measured are included below in ‘*Performance Measures*’ section)

One award will be given per geographic area described below – accordingly, applications should specify which of the below Areas (1 or 2) they are applying to in their proposal.



HEART Safety Plan Area 1: Union Square (blue)

- Bounded on the north by Bush Street (south side),
- On the west by Taylor Street (east side)
- On the east by Kearny Street (west side), and
- On the south by Market Street (north side between 4th and Kearny and both sides of Market between 4th & 6th)

HEART Safety Plan Area 2: Yerba Buena (purple)

- Bounded on the north by Market Street (south side between 2nd and 4th Streets) and Stevenson Street (both sides)
- On the west by 4th Street (east side) and 6th Street (east side),
- On the east by 2nd Street (west side) and 3rd Street (west side)
- On the south by Howard Street (north side between 4th and 5th Streets and 2nd and 3rd Streets) and Folsom Street (north side between 3rd and 4th Streets)

Boundaries in both Areas are subject to minor constrictions or expansions. Such changes to project boundaries will be negotiated at the onset of the grant period and may further change during the course of the grant agreement, as determined by OEWD. **Applicants interested in competing to provide services in both Areas must submit a distinct proposal to each Area.** Proposals will be evaluated independently and may be reviewed by distinct review panels, so applicants are encouraged to avoid cross-referencing between submitted proposals.

Eligible Activities

Ambassadors' roles with respect to safety are to provide a physical presence in the neighborhood, engaging with people who may need support (for a variety of health and safety reasons), and coordinating with and providing situationally appropriate referrals to other entities, which may include the police via calls to HEART, 911, DPH's Street Crisis Response Team, the Homeless Outreach Team (HOT) or other appropriate City agencies or nonprofit organizations. Ambassadors are to be facilitators of safety services, as opposed to the parties intervening in potentially dangerous situations, more appropriately handled by the police.

Ambassadors will engage with compassion and respect to support people in need and improve the conditions of the area. Ambassadors will provide safety services as appropriate and delegate and report high risk activities or potentially dangerous situations, such as drug sales or violent activity, to the responsibility of the police.

Eligible activities under this program area may include, but are not limited to, the following:

- 1) Developing a detailed plan that aligns with the deployment areas above. The proposed scope of work and schedule must be negotiated with and be approved by OEWD.
- 2) Establishing mechanisms for regular coordination with the alternate deployment Area awardee that may include shared dispatch services for use by the general public.
- 3) Further establishing coordination mechanisms with City agencies, including law enforcement; Community Benefit Districts within the service areas; Welcome Ambassador Program; businesses, property owners, and other community stakeholders.
- 4) Regularly meeting with OEWD and alternate Area awardee (at least monthly) to discuss deployment, stakeholder coordination, and program updates.
- 5) In the case that applicant utilizes funding to support existing partnerships with a vendor/organization that provides safety ambassadors, they are responsible for procuring and overseeing the subcontract with that entity. Such oversight must be conducted in accordance with the terms of the City grant, including all local and State labor laws and other compliance requirements, as applicable. For more information about City labor standards, please visit the [Office of Labor Standards Enforcement \(OLSE\) website](#).
- 6) Developing training with any subcontractors, ensuring adequate training in de-escalation and referrals to City's Homeless Outreach Team ("HOT") as needed, and law enforcement as needed.
- 7) As applicable, overseeing daily deployment of ambassadors, providing direction to vendor/organization supervisors, facilitating reporting and communication to stakeholders.
- 8) Communicating about the program to the general public (i.e. social media, newsletter, website updates).
- 9) Managing City grant requirements, including programmatic and financial reporting.

While applicants are being asked to provide a detailed cost-reimbursement budget with the application, please note that OEWD may elect to negotiate a different reimbursement model, which may include deliverables.

Performance Measures

Monthly reports may include, but would not be limited to, the following safety and administrative-related metrics:

- Total monthly safety ambassador hours worked, tracked in timesheets
- Confirmation of number of safety ambassadors deployed daily on average
- Number of referrals related to criminal activity, indicating categories for corresponding activity – i.e., attempted theft, violent crime, property crime
- Number of 911 calls made
- Number of calls to HEART, Homeless Outreach Team (“HOT”), and other social service providers
- Number of doses of Narcan administered
- Cost of monthly deployment (including but not limited to costs of ambassador time, equipment, ambassador uniforms, materials safety)
- Estimated cost of next monthly deployment (categories to reflect those from line item above)
- Incident reports, as applicable
- Survey of key community and City stakeholders on a regular basis (at minimum, quarterly) for feedback on program effectiveness

Minimum Qualifications

- Applicant must be a fully established **Community Benefit District (CBD), Business Improvement District (BID), or nonprofit** entity, duly formed, validly existing and in good standing with the Internal Revenue Service (IRS), California Secretary of State (SOS), California Office of the Attorney General (OAG), and eligible to do business with the City and County of San Francisco
- Applicant must have demonstrated success in dealing with diverse constituents, including the business and nonprofit communities in addition to local government agencies.

Preferred Qualifications

- Proposals that demonstrate strong familiarity with neighborhoods associated with each Area above.
- Proposals that include a collaboration of qualified partners with relevant expertise to reach the target populations.
- Proposals from applicants that have existing experience managing ambassador-related subcontracts, or directly overseeing ambassador in an ambassador model as an employer of record.
- Proposals that can demonstrate leveraged resources to cover a portion of the ambassador expenses for the program. If proposed projects are not completely covered by the funding requested, please provide leverage information to reflect true costs of program on Appendix B (Proposed Budget)

Supplementary Questions and Requirements

Supplementary Questions and Requirements: The following must be addressed under Section II, “Approach, Activities and Outcomes” in your proposal narrative:

- (a) Describe the systems your organization will put in place to coordinate directly with the alternate Area awardee and City agencies/partners. For example - how often would you communicate with them? What sorts of tasks would you plan to coordinate on?
- (b) Describe the procurement process your organization will use for the selection of subcontractors and measures you will put in place to ensure they comply with all City and State policies, permitting rules, and other requirements. What specific expertise will these subcontractors need to possess?
- (c) Describe the key challenges your neighborhood is facing now as it relates to safety needs and how your proposed project/program will have a positive impact on your community.

Supplementary Materials

At least 1 letter of support from past small business clients, community leaders or other stakeholders that speak to your organization’s ability to implement the activities proposed, to demonstrate community support for the proposal. If you are proposing as a collaboration, please also include a Memorandum of Understanding (MOU) or signed letter confirming that all named program partners that are playing a role within your program are prepared to assume the roles described in the proposal.

III. Application Process

A. How to Apply

Complete applications 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 sf.gov/resource/2024/request-proposals-rfp-230.

Proposal Package Checklist - The following items must be completed and included in the application package.

Templates provided as Appendices to RFP 230:

- Appendix B, Proposed Budget** template – Please list your proposed program/project budget on this template and upload it before you submit your application. **Please do not convert this file to a PDF document before you upload it; the application will only accept Excel (.xls) file format.**

Additional required attachments:

- Organizational Budget** – Organizational Budget for the current or last completed Fiscal Year for the Primary Applicant, the entity that will hold the contractual obligation if awarded (no template provided).
- Organizational Chart** – Organizational Chart for the Primary Applicant, the entity that will hold the contractual obligation if awarded (no template provided).
- Supplementary Questions and Attachments** – Reference whether **Supplementary Questions and Attachments** are requested and include those items in the Proposal Package submission. Note, Supplementary Questions are to be addressed in the narrative application under Section II, while attachments must be uploaded to your submission using the upload buttons in the online application.

Only Proposal Packages submitted using the approved templates with all required attachments will be considered for funding.

Alternative formats of templates may also be provided to individuals with disabilities by contacting owd.procurement@sfgov.org before the submission deadline.

Additional Reference Materials, Requirements and Guidelines

The following appendices contain important additional information for applicants to review:

Appendix A, Application template – This template includes the question set that all applicants must respond to, for each application. The same questions are in the online application form, which can be accessed on the RFP website at sf.gov/resource/2024/request-proposals-rfp-230 as **Appendix A**. Appendix A can be used to draft your narrative response, which can be copied and pasted into the online application, but please do not upload Appendix A with your application.

Appendix C, City Grant Terms (Form G-100), contains the standard requirements that apply to all nonprofit organizations doing business with the City. The successful proposer will be required to enter into an agreement substantially similar to this Appendix C. The actual grant agreement and specific language will be determined by the City during the negotiation process.

Appendix D, Applicant Requirements and Guidelines

Appendix D outlines the standard administrative and compliance requirements, as well as providing additional details related to the following topics:

- Eligible Applicants
- Organizational Capacity
- Board of Directors/Leadership/Stability
- General City Grant Requirements
- Additional Local Requirements
- Collaborations
- Conditions of Proposal

Appendix E, Supplier Registration Instructions, provides registration instructions to Applicants who are not current City Suppliers (vendors).

B. Proposal Package Submission

When all items are complete, submit the entire Proposal Package through the online system by **5:00 p.m. PST on Monday, September 30, 2024**. Complete proposal packages must be received in the online system by the deadline.

Upon successful submission, you will receive an e-mail response to confirm your submission was received by the deadline. Save this information for future reference.

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 outlined above, and ensure that the revised submission is submitted through the online system before the deadline. Please also contact owd.procurement@sfgov.org and confirm that you are replacing your prior submission so that OEWD is able to identify the correct proposal that the Review Committee receives. In no case will an intent to revise a proposal extend the due date for any applicant.

Again, all submissions, including all required attachments, must be received by 5:00 p.m. PST on Monday, September 30, 2024 to be considered as part of the Proposal Review Process. **Early submission is highly encouraged.**

If you have any challenges with the application templates, please contact the Contracts and Grants Division at owd.procurement@sfgov.org. The team will assist with technical issues until the submission deadline.

An applicant's proposal is an irrevocable offer valid for 180 days following the proposal due date. At applicant's election, the proposal may remain valid beyond the 180-day period in the circumstance of extended negotiations. The acceptance and/or selection of any proposal shall not imply acceptance by the City of all terms of the Proposal, which may be subject to further approvals or negotiation.

C. Best Practice Tips

- Use the Proposal Package Checklist to ensure your proposal is complete.
- Carefully review the minimum qualifications.
- 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 proposals, please do not cross-reference content between proposals. For example, do not respond to questions with statements such as "Please see this answer in my proposal to HEART Safety Plan Area 1".
- No links to outside materials should be included in proposals, as the Review Committee will not review any websites, articles, videos, or documents during the review process.
- Include all requested files as attachments with your proposal prior to submission; these attachments will not be accepted after the deadline.

D. Public Disclosure of Proposals and Records of Communication

All documents under this RFP process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications ("RFP Materials") between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Public disclosure may be made regardless of whether the RFP Materials are marked "confidential," "proprietary," "Copyright ©" or otherwise, and regardless of any statement purporting to limit the City's right to disclose information, or requiring the City to inform or obtain the consent of the applicant prior to the disclosure of the RFP Materials. 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.

Submission of any proposal or communication pursuant to the RFP constitutes acknowledgment and consent by the applicant to the potential public disclosure of its RFP Materials.

IV. Proposal Review Process

First, OEWD will review all proposals to determine if they are complete and eligible. Incomplete, late, or otherwise ineligible proposals will not be considered, and applicants will be notified if their proposals have been disqualified. Disqualified proposals may not be resubmitted for further consideration.

Next, a Review Committee will read and score all complete and eligible proposals. The Review Committee may consist of City and non-City staff and other individuals who have experience in the Program Area in this RFP. If applicants are current OEWD grantees or contractors, OEWD may consider prior performance in our review.

At the discretion of the City, the review process may require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the applicant's facility or proposed project area. The City will not reimburse applicants for any costs incurred in traveling to or from the interview location or site visit, or other costs associated with preparing for and submitting the proposal.

Selection Criteria

Applications will be reviewed and evaluated using the criteria described in this section. 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 proposals with these criteria in mind.

Community Economic Development (Program Area A)

The Review Committee consists of both "Tier 1" and "Tier 2" Reviews.

- Tier 1 Review - the primary review committee will review and score all responsive proposals on a 100-point scoring system as described below.
- Tier 2 Review – an additional review committee will review and score all proposals on a 50-point scale of how well each meets the district or neighborhood need, project feasibility, and fulfillment of key department priorities, as applicable.

Tier 1 Review for proposals will be evaluated on a **100-point scale**, broken down as follows:

Applicant Qualifications and Staff Assignments (30 points)

- The applicant's professional qualifications and the experience of proposed partners, subcontractors/subgrantees, and staff
- Experience and track record implementing similar projects or proposed activities

- Clarity and feasibility of proposed staffing assignments, taking into consideration accessibility, availability, and workload
- The application demonstrates a thorough understanding of the economic, social, financial, institutional, or other issues that require a solution.

Approach, Activities, and Outcomes (50 points)

- The proposed project will contribute to achieving the goals and objectives stated in the RFP.
- The application presents a clear description of the proposed project, including a clear statement of goals and objectives
- The application presents a plan of action with details on the specific scope of services applicant(s) propose and how the proposed work will be accomplished.
- The application presents a reasonable timeline for implementing the proposed project including major milestones and target dates. It addresses factors that might speed or hinder implementation and explains how these factors would be managed.
- The design of the project reflects current knowledge on effective practices supported by applicants' experience and/or research and literature.
- The proposed project would involve the collaboration of partner organizations, entities, consultants, or key individuals who would maximize the effectiveness and efficiency of service delivery. If a collaborative application is proposed, specific activities and the role, capacity, and contributions each partner will make to the proposed project is detailed.
- The proposed project reflects performance targets appropriate for the program.
- The proposal demonstrates the organization's capacity to carry out the proposed project by connecting current or previous experience with the proposed programming.
- The application demonstrates community support for the proposed project or program

Performance Measurement and Reporting (10 Points)

- Applicant addresses how data on project activities, outputs and outcomes will be collected and reported.
- Applicant demonstrates they have or will develop the capacity to collect and manage data.
- The application provides an appropriate and feasible plan describing how data will be used to determine whether the needs identified are being met and whether project results are being achieved.

Financial Management and Budget (10 Points)

- Applicant provides a detailed budget narrative presenting reasonable costs that relate to activities proposed.

- The proposed budget is submitted on the required template and applicant’s overall budget is of a size to reasonably expect successful delivery of the program.
- Applicant maintains strong fiscal controls and would ensure the prudent use, proper and timely disbursement and accurate accounting of funds awarded under this RFP.
- Additional resources are available to ensure implementation and sustainability of programming (preferred)

Tier 2 Review for proposals will be evaluated on a **50-point scale**, broken down as follows:

Applicant Qualifications and Neighborhood Connection (15 points)

- Demonstrates capacity to implement projects related to the proposed activities
- Demonstrates an understanding of community and economic development principles
- Demonstrates an understanding of the neighborhood and connection to the needs and goals of the neighborhood

Program Goals and Objectives (35 points)

- The proposed project will contribute to achieving Community Economic Development goals and objectives
- The proposed project demonstrates clear community support
- The proposal demonstrates an understanding of community stakeholders and community organizations, and possible considerations for project implementation
- The design of the project reflects deep knowledge and understanding of the neighborhood and/or City
- The proposed project is innovative and creative in implementing a solution to meet neighborhood needs

Additional Considerations

Depending on the number and quality of proposals, applicants may be invited to be interviewed by the review committee to make a final selection in case of a tie. Each application will be considered individually and the organization's overall capacity in relation to the number of projects proposed will also be considered when projects and proposals are recommended for funding.

Clarifications

The City may contact applicants to clarify any portion of the proposal. All questions to the applicants will be submitted in writing and the answers, in writing, will be submitted, along with the proposals, to the Review Committee for scoring. Any attempt by an applicant to contact a City official, representative, or employee, including a member of the Review Committee, from the time the RFP is issued until the date the RFP is completed (either by cancellation or final award), other than submitting clarification questions to the OEWD team in charge of this RFP or responding to any City-initiated contact regarding the RFP) may result in the elimination of that proposal from consideration.

Selection

After the Review Committees have concluded the evaluation and scoring of the proposals, the results will be submitted to the Executive Director of OEWD, and the appropriate oversight bodies. The tentative awardee(s) whose proposal(s) are determined to meet the needs of the City will be authorized to negotiate a grant agreement, and an intent to award notice will be sent to the top-ranked applicant(s). If an applicant submits multiple proposals, the organization's overall capacity in relation to the number of projects proposed will also be considered when proposals are recommended for funding. All applicants will be notified of their individual results of the evaluation.

Applicants acknowledge that OEWD reserves the right to reject all proposals or cancel this RFP in whole or in part at any time prior to entering into a grant agreement and may republish the RFP.

The tentative award may be conditioned on inclusion of changes/additional terms. Negotiations over the specific terms and language may be required before submission to the Civil Service Commission for approval, if applicable. If the City is unable to negotiate a satisfactory agreement with the winning applicant(s), the City may terminate negotiations with that applicant and proceed to negotiate with other qualified applicants in the descending order of their ranking in the evaluation process. This process may be repeated until a satisfactory grant

agreement has been reached. Final award of the grant may be subject to approval by the Civil Service Commission, Board of Supervisors, Mayor, or other governing body.

Applicants who do not receive an award may appeal the decision by filing a protest (described below). Applicants who receive a grant will be contacted to begin the grant negotiation process.

Negotiation Process

Following the conclusion of the protest process (described below), OEWD will contact all awardees to begin scope and budget negotiations. During the negotiation period, OEWD will provide additional details to include an offer of funding, the expected start date of the grant, a proposed scope of work and budget, and disclose any fund source-specific criteria that the grantee will need to adhere to. OEWD will also request necessary compliance documentation that is required for all City grants.

V. Protest Process

A. 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. Within five (5) calendar days of the City's issuance of a notice of non-responsiveness, any respondent that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. The protest must be received by the City on or before the fifth business day following the City's issuance of the notice of non-responsiveness.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the applicant, and must cite the law, rule, local ordinance, procedure, or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Grant Award

Within five (5) business days of the City's issuance of a notice of intent to award the grant, any applicant that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. The notice of protest must be received by the City on or before the fifth business day after the City's issuance of the notice of intent to award. The applicant may request the scores and comments related to their proposal, as well as the scores, comments, and final rankings related to all other proposals submitted under the program area.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the applicant, and must cite the law, rule, local ordinance, procedure, or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

All protests must be received by 5:00 p.m. PST on the due date. OEWD highly recommends submitting the protest via email. If a protest is mailed in hard copy, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or fax will not be considered. Scanned and signed protest letters may be submitted via email to owd.procurement@sfgov.org. Letters

transmitted electronically must be sent in PDF format and be signed by an individual authorized to negotiate or sign agreements on behalf of the protesting organization.

Protests must be addressed to:

Contracts and Grants Director
Office of Economic and Workforce Development
One South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

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 protestor can anticipate a written response from the City within ten (10) calendar days of receipt of the letter of protest. **All protest determinations made by the Executive Director of OEWD are final.**