**Attachment 3: Written Proposal – RFP#APD2023-03 (*Version 2 – updated 12/15/23*)**

**Project Approach**

In your responses, be sure to address and integrate the relevant components described in RFQ Section 3, Scope of Work. Include tasks, activities and dependencies for successful completion. Use as much space as needed, but be concise and focused on addressing the questions and issues, as stated. Please answer ALL components of each question. Avoid a “kitchen sink” approach. Note that responses of “To be provided upon request” or “To be determined” or the like, or that do not otherwise provide the information requested (e.g., left blank) are not acceptable. In a narrative format, the Proposer must describe the following:

**Program Area Applying for** *(Select the box below of the Program Area you are submitting a proposal for. If applying for multiple areas, please submit a Written Proposal and Budget proposal.)***:**

Stipend Employment Training for Immigrant Adults

LGBTQIA (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual) Reentry Employment Services

CASC Community Ambassador Program

**Organizational Overview**

**Organization’s History: To demonstrate organization services capacity describe: (5 points)**

Organization’s Mission

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Organization’s qualifications for providing proposed services

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Organization’s service delivery approach to address the unique needs of justice involved adults

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Provide references to any available independent evaluation reports or verifiable client outcome data to cite:

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**Organization Cultural, Gender, and Sexual Diversity Capacity (5 points)**

Describe any specific expertise your organization has in providing reentry or community-based services to diverse ethnic, cultural, gender, and sexual identity groups.

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**Organization Management Capacity: To demonstrate organization services capacity describe: (5 points)**

Your organization’s fiscal, program management, and data collection and reporting capacity and experience.

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How has the organization used client data, program evaluations, and contract monitoring reports in management decisions? How did these decisions inform your services?

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**Certifications: (5 points)**

List all of your organization’s relevant certifications and licenses. Provide a copy of the certification(s) or license(s) as attachments.

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Staff facilitating evidence based curriculum must be certified prior to facilitating groups. Describe your organization’s history of training staff in evidence based curriculum and interventions.

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**Work Plan: Approach to Programmatic Requirements (60 points)**

Responses should consider how your proposed work plan incorporates the information presented in RFP **Section II. Goods and Services Requested**.

As the program lead, describe your organization’s approach to providing the services outlined in **Section II(B) Description of Services  *for the respective Program Area***. (15 points)

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Describe your organization’s approach to working collaboratively with the other CASC partners and SFAPD staff. (15 points)

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Describe your organizations ability to meet the Objectives specified in the Description of Services. (15 points)

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Describe how your organization will meet the Data Collection and Reporting requirements. (15 points)

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**Staffing Structure: (10 points)**

Describe the staffing structure the organization will implement to operate the proposed program. Please include an organizational chart of the staffing structure for the program

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Describe the organization’s proposed methods to increase professional development of program staff.

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Budget Proposal (10 points) to be completed on Attachment 5

Applicants must submit one completed budget proposal ensuring all tabs are completed. The proposed budget must include all items below:

* Estimated personnel costs to support the program, as applicable, for your proposed program, including personnel and fringe.
* Estimated operating costs to support the program, as applicable, for your proposed program.
* Budget justification that provides SFAPD and proposal review panel with detailed information such as why costs are necessary and how they are calculated. Please include your process of cost allocation for this funded program, and the process for defining direct and indirect costs for this funded program.

Please Note: Budget proposal may include indirect rates no higher than 15% of the contract’s costs associated with Personnel, Fringe, and Operating Expenses.