

Grant Solicitation Waiver Instructions

WHEN TO USE: For approval of grant solicitation waivers under [Administrative Code Section 21G.8](#), where:

- A competitive process is infeasible or impracticable
- A Public Purpose may reasonably be accomplished by one particular Grantee

Per the City Purchaser's Administrative Code Chapter 21G Rules and Regulations, this Waiver Form is **not required** for grants awarded in accordance with Administrative Code Sections:

- **21G.3(a)(1):** Grants to a governmental entity for programs, activities, or services that can be practically performed only by that particular entity
- **21G.3(a)(2):** Grants to a specific entity as required to comply with applicable law or contract, or as a result of the requirements of the funding source
- **21G.3(a)(3):** Grants made for improvement to property by a property owner
- **21G.8(c):** Grants to any of the four City-owned community cultural center

INSTRUCTIONS: Complete this Grant Solicitation Waiver Form to request approval to waive the competitive solicitation requirements under Administrative Code Section 21G.8. Provide specific and comprehensive information to justify why the requested grant should be awarded absent a solicitation. Attach appropriate/required supporting documentation.

The Grant Solicitation Waiver Form must be signed by the Granting Officer or their designee. The Solicitation Waiver must be fully approved before the department makes a commitment to the grantee, and before City funds are encumbered. If the Solicitation Waiver request is denied, the department must conduct a competitive process to select the grantee(s).

For extensions of Solicitation Waivers for a previously awarded sole source grant, attach a copy of all prior approved Solicitation Waivers or other sole source determinations by the relevant authority.

Submit Grant Solicitation Waiver Form for final approval as follows:

- **Granting Agencies under jurisdiction of a commission or board:** to the commission or board, recommending waiver of solicitation requirements for this grant award.
- **Granting Agencies with no board or commission:** to the Purchaser (oca@sfgov.org), who shall convene the Grant Consensus Committee¹ to review the request.

Once fully approved, upload this signed form, all supporting documentation, and commission, board, or Grant Consensus Committee final approval, as applicable, to PeopleSoft. Select the appropriate Purchasing Authority for the grant award in PeopleSoft.

¹ Representatives from the Controller's Office, Human Resources Department, Office of Contract Administration, and City Attorney's Office

Grant Solicitation Waiver Form

Department: <u>WOM</u>	Phone: <u>415-252-2570</u>
Dept. Contact: <u>Kimberly Ellis</u>	Email: <u>kimberly.n.ellis@sfgov.org</u>

Request: <input checked="" type="checkbox"/> New <input type="checkbox"/> Modification	Grantee: <u>African American Arts & Culture Complex (AAACC)</u>	Supplier ID: <u>0000026111</u>
Short Description of Grant: <u>Grant to host a policy summit for marginalized populations in San Francisco.</u>		

Grant Amount: <u>\$350,000.00</u> <i>(Attach itemized budget if available)</i>	Grant Duration: <u>6 months</u>
Anticipated Dates: From <u>12/22</u> To <u>06/23</u> To engage members of marginalized communities on critical policy issues and to develop legislative solutions.	
Describe the Public Purpose to be fulfilled by this Grant: <u>solutions.</u>	

Justification for Waiver of Competitive Solicitation Requirements


Check the appropriate solicitation waiver reason and address the questions listed. Attach additional supporting documentation as indicated and/or as necessary.

- Competitive solicitation infeasible or impracticable**
- Is this grant required to respond to a public emergency or other exigent circumstances? Yes No
 - If **YES**, provide a description of the public exigency or emergency, need for the sole source Grant and period of performance, and impact on the Public Purpose if the sole source Grant is not approved.
 - If **NO**, grant is *not* required to respond to public emergency or other exigent circumstance:
 - Why is a competitive process infeasible or impracticable?
 - Why is this the only entity that can fulfill this Public Purpose? What does the entity offer that is essential to fulfilling the Public Purpose?
 - What steps were taken to verify that this is the only entity that can fulfill this Public Purpose? Has the department contacted other entities to evaluate their ability to fulfill the Public Purpose, and if so, describe the entities and explain why they cannot meet the department's needs.
- Public Purpose may reasonably be accomplished by one particular Grantee**
- Why this is the only entity that can fulfill this Public Purpose? What the entity offers that is essential to fulfilling the Public Purpose? This event will focus on policies that specifically impact marginalized and underrepresented communities. The African American Art and Culture Complex is a community staple in San Francisco whose mission is to nurture and facilitate the empowerment of marginalized communities through artistic and cultural expression, mediums, education and programming. With its experience designing programming that uplifts the voices of disenfranchised and marginalized communities, it is the only San Francisco-based entity that has the capacity to perform this public service.
 - What steps were taken to verify that this is the only entity that can fulfill this Public Purpose? Has the department contacted other entities to evaluate their ability to fulfill the Public Purpose, and if so, describe the entities and explain why they cannot meet the department's needs. Based on DOSW's research of the various organizations and entities in the region, it was unable to identify any other organization with the sensitivities and experience necessary to oversee a program and event on this scale while also providing the cultural awareness and sensitivity needed.
 - Is this a recurring Grant to the same recipient? Yes No
 - If **YES**: How long has this entity fulfilled this Public Purpose for the department?

- Has department conducted a formal or informal competitive process within the last five years demonstrating lack of other potential Grantees, pursuant to Admin Code §21G.8(b). Yes No
- Solicitation document(s), result(s), and other supporting documentation attached? Yes No

Grant Solicitation Waiver request is recommended by:

Grants Officer (Dept Head) or Designee Name: Kimberly Ellis

Grants Officer (Dept Head) or Designee Signature:  Date: 12/8/2022

For departments without board or commission, this Waiver request is approved by:

OCA Director (on behalf of Grant Consensus Committee): _____ Date: _____

Policy Summit for Marginalized Communities of San Francisco

Project and Timeline

The African American Art and Culture Complex (AAACC) will host a policy summit for marginalized communities in San Francisco, utilizing its expertise as a major venue and cultural center. This contract will commence in December 2022 and conclude in June 2023.

Phase 1:

December 2022 - January 2023

- AAACC will secure venue (500 min. capacity) for the Summit
- AAACC will secure catering services for Summit attendees
- AAACC will secure onsite childcare provider for Summit attendees
- AAACC will create and administer webpage for registration/informational details
- AAACC will coordinate and oversee registration process
- AAACC will create social media plan to publicize Summit
- AAACC will work to secure speakers, panelists, moderator/emcee, videographer, security, technicians, entertainment, and performers
- AAACC will provide updated budget prior to disbursement of any funds to vendors

Phase 2:

January 2023 – March 2023

- AAACC will finalize attendee registration
- AAACC will work with vendors to ensure delivery of services according to pre-determined deadlines
- AAACC will finalize "run of show" and coordinate final rehearsal with AV, speakers, panelists, performers, moderator/emcee, etc., prior to Summit

Phase 3:

March 2023 (Date of Summit)

- AAACC will be onsite to oversee the summit pursuant to "run of show"
- AAACC will ensure adequate staffing to process registration of attendees, to serve as "runners" throughout the day, clean up, etc.

Project Budget	Costs
Venue (600 min.)	\$75,000.00
Catering-- Breakfast Buffet (600 attendees) Lunch (600 attendees) Light Afternoon Refreshments (600 attendees)	\$35,000.00
Linen (draping, tablecloths, etc.)	\$5,250.00
Furniture Rental for Stage	\$15,000.00
Podium Rental	\$750.00
Printing (programs, t-shirts(?), signs, etc.)	\$15,000.00
Floral Arrangements	\$15,000.00
On-site Daycare from Certified Providers	\$25,000.00
Security Costs (2-3 Police Officers)	\$30,000.00
SWAG (attendee mementos)	\$20,000.00
Speaker/Panelists/Emcee gifts	\$5,000.00
Speaker fees (Keynote, Emcee)	\$17,500.00
Music/Entertainment	\$15,000.00
AV Program	\$25,000.00
Videographer	\$10,000.00
Reusable Lanyards (600)	\$5,000.00
Miscellaneous—easels, markers	\$1,500.00
In-direct Costs	\$35,000.00
Total	\$350,000.00

About the African American Art & Culture Complex (AAACC)

Located in the historic Fillmore Jazz District, AAACC is one of the premier African American arts and cultural institutions in the San Francisco Bay Area.

As the only City-owned arts and cultural center in San Francisco dedicated to Afrocentric culture, traditions, and values, AAACC is an integral part of the African American community's social fabric and the city of San Francisco's cultural landscape.

AAACC's stated mission, as a community based non-profit 501(c)3 arts and cultural organization, "is to nurture and facilitate the empowerment of our community through Afro-centric artistic and cultural expression, mediums, education, and programming. We pursue these objectives through arts and cultural programming by which our organization hopes to inspire children, youth, and community members to serve as agents of change while simultaneously cultivating their leadership skills and fostering a commitment to community service and activism."