

City and County of San Francisco
HUMAN RIGHTS COMMISSION

REQUEST FOR QUALIFICATIONS (RFQ) #88
Opportunities for All (OFA): Youth Programs, Development and Capacity Building for the Human Rights Commission

Background

On October 17, 2018, Mayor London Breed launched the Opportunities for All (OFA) initiative. OFA provides access to career exploration and workforce development for San Francisco's youth and young adults. The initiative includes paid internships, mentorship, and pathways to employment, including job readiness, career training, and apprenticeship for participants ages 13 to 24. OFA focuses on equitable access to these opportunities through workforce connection, support and job resources for both jobseekers and employers alike. The San Francisco Human Rights Commission (HRC), an agency of the City and County of San Francisco under the Mayor's Office, administers OFA.

The purpose of this funding opportunity is for an organization(s) to assist and carry out OFA's youth programming, development and capacity building, and provide educational and leadership development to equitably improve outcomes for San Francisco's youth.

Intent of this Request for Qualification (RFQ)

It is the intent of the HRC to create a prequalified list of firms from which it may choose prospective contractors on an as-needed basis for up to two (2) years from the date the list is established. Firms prequalified under this RFQ are not guaranteed a contract.

A complete Proposal Package shall include all of the items listed in the Proposal Package Checklist, below. A proposal that fails to provide the following documentation will not be eligible for further consideration:

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

Anticipated Grant Term

The anticipated contract term for contracts resulting from this RFQ may last up to three (3) years. Actual contract term may vary, depending upon service and project needs at the City's sole and absolute discretion. Applicants selected for resulting contract(s) must be available to commence work on or before January 1, 2024. Thus, the anticipated contract term for this RFQ is January 1, 2024 to December 31, 2027.

Anticipated Grant Budget

The maximum amount of funding for this (RFQ) is **\$5,000,000** and awards may be for less than or equal to the maximum amount. The anticipated not-to-exceed grant budget is **\$1,500,000** per year for each contract resulting from this RFQ. HRC anticipates awarding multiple awards. Actual contract budget may vary, depending upon service and project needs at the City's sole and absolute discretion.

Schedule

RFQ Issued: Monday, November 6, 2023

Notice of Protest deadline: Monday, November 13, 2023

RFQ E-Question Period: Monday, November 6, 2023 – November 20, 2023

RFQ Answers available online: Wednesday, Nov. 22, 2023

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

Deadline for RFQ Responses: November 27, 2023 at 5:00pm (Pacific)

Prequalified List announced: December 20, 2023

Anticipated Grant period dates: January 1, 2024, to December 31, 2025

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

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

RFQ Contact Information

Contact Person: Terry Jones:

Email for Submission of RFQ Responses and Questions: hrc.grants@sfgov.org

For more information about HRC and this RFQ, visit <https://sf.gov/sfhrc>

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.

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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 50 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:

On October 17, 2018, Mayor London Breed launched the Opportunities for All (OFA) initiative. OFA provides access to career exploration and workforce development for San Francisco’s youth and young adults. The initiative includes paid internships, mentorship, and pathways to employment, including job readiness, career training, and apprenticeship for participants ages 13 to 24. OFA focuses on equitable access to these opportunities through workforce connection, support and job resources for both jobseekers and employers alike. The San Francisco Human Rights Commission (HRC), an agency of the City and County of San Francisco under the Mayor’s Office, administers OFA.

- **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

Through this RFQ, HRC purpose of this funding opportunity is for an organization(s) to carry out OFA's youth programs. This includes development and capacity building and providing educational and leadership development to equitably improve outcomes for San Francisco's youth.

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 grant budget is **\$1,500,000** per year for each contract resulting from this RFQ. 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 awarding 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 will be funded for a term of up to three (3) years. Projects may begin as soon as **January 2024**. In some cases, the City may renew or extend programming through December, 2027 (fiscal year 2027-2028). 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	Monday, November 6, 2023
Deadline for Questions	Monday, November 13, 2023
RFQ E-Question Period	Monday, November 6 – November 20, 2023
Answers available online	Wednesday, November 22, 2023
Proposals Due	Monday, November 27, 2023, by 5:00 pm
Prequalified List Notification Date	Wednesday, December 20, 2023
Protest Period Ends	5 business days after award notification
Projects Begin	Projects anticipated to start January 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 Administrators 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.** Failure to comply with this communications protocol may, at the sole 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 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 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. 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 November 6, 2023. It is the Proposers' responsibility to check this website for any updates.

1.9. City Communication Following Receipt of Responses

The City may contact Proposers 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 City and a Proposers for the purpose of clarifying certain aspects of the Responses, and do not give a Proposers the opportunity to revise or modify its Response. Minor errors or deficiencies are defined as those that do not materially impact the City's evaluation of the Proposal; for example, failing to label the "original" Response as an "original". For information regarding the Evaluation Process, see RFQ Section 4.3 - Selection Criteria.

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. The City is soliciting qualifications to create a prequalified list of organizations that may be selected for the services described below. Proposers prequalified under this RFQ are not guaranteed a contract.

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.

HRC will create a list of prequalified organizations. 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. For example, for the contracts resulting from this RFQ, the organization(s) may work on a project basis, with an engagement agreement for each project/task specifying the maximum number of hours, due date, and hourly rate to be charged. There is no guarantee of a minimum amount of work or compensation for any Proposer(s) selected for contract negotiations. The City may select organizations from the prequalified list in its sole and absolute discretion. After the prequalified list has been established, the City may issue Request(s) for Proposals or Request(s) for Quotes to the prequalified list to better assess qualifications for a specific scope of service, which may include staffing, scheduling, deliverable, and cost considerations.

2.1.1. Grant Deliverables

Possible Grant Deliverables include, but are not limited to:

- Showing of expertise in the enumerated Service Area;
- Deliverables outlined in the contract and scope of work;
- Monthly invoicing for expenses incurred in the performance of the contract;
- Quarterly 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; and
- Additional data collection as required to assess performance of the contract.

2.1.1.1. Description of Proposed Work

HRC, on behalf of all City Departments, is seeking qualified suppliers (“Proposers”) to submit proposals (“Proposal”) to provide support for projects and programs to carry out OFA’s youth programs, including development and capacity building, and provide educational and leadership development to equitably improve outcomes for San Francisco’s youth.

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

Public and Private Partnerships Service Area (1): The Public and Private Partnership Service Area seeks to support programs and organizations aimed at:

- Partnership Development
 - Identifying and fostering partnerships between governments agencies, non-profits, and private organizations for youth-focused programming.
- Program Design and Implementation
 - Collaborative development and execution of youth programs, such as internships, apprenticeships, and mentorship programs.
- Resource Mobilization
 - Identifying and securing funding and resources to support youth programs and initiatives.
- Monitoring and Evaluation
 - Implementing mechanisms for tracking and assessing the impact of public and private sector partnerships on youth programs and development.

Curriculum and Work-Based Learning Service Area (2): The Curriculum and Work-Based Learning Service Area seeks to support programs and organizations aimed at:

- Curriculum Development
 - Designing and creating curriculum materials tailored for youth, including educational courses and training programs.
- Work-Based Learning Programs
 - Establishing and managing work-based learning opportunities, including internships, apprenticeships, and mentorship programs for youth.
 - Designing and Implementing cohort-based programs for youth, such as training programs, educational development and plans, and mentorship initiatives.
- Program Evaluation
 - Monitoring and evaluating the effectiveness and impact of cohort-based programs and interns/fellow placements on youth development.

Senior Fellow/ Fellow Support & Development Service Area (3): The Senior Fellow/ Fellow Support & Development Service Area seeks to support programs and organizations aimed at creating a positive and transformative impact on the lives of young people. Senior Fellows/ Fellows will have the opportunity to engage in various activities and services that support youth across multiple domains, including:

- Education and Skill Development
 - Designing and assisting with delivering youth educational workshops, tutoring, and training sessions.
 - Promoting a growth mindset and a passion for learning.
- Leadership and Empowerment
 - Developing youth leadership skills, teamwork abilities, and public speaking competencies.
 - Formulating programs that enhance self-confidence, resilience, and a sense of agency.
 - Instilling advocacy for the community and social causes.
- Community Engagement
 - Organizing community service projects and events to instill a sense of civic responsibility.
 - Creating safe spaces for open dialogue, mental health support, and building a supportive network.
- Mentorship and Guidance
 - Providing one-on-one mentoring to young individuals, guiding them in setting and achieving personal and educational goals.
 - Offering career exploration support, assisting with college applications, and imparting valuable life skills.
 - Serving as positive role models and sources of inspiration to the youth participants.
- Payroll Processing
 - Accurate and timely processing of payroll for Senior Fellows/ Fellows, including the calculation of wages, stipends, and any additional compensation.
 - Management of payroll cycles to ensure payments are disbursed promptly and consistently.

Financial Management and Payroll Infrastructure Service Area (4): The Financial Management and Payroll Infrastructure Service Area seeks to support programs and organizations aimed at:

- Payroll System Development and Management
 - The assessment and development of payroll systems suitable for youth employment programs, and implementation and ongoing management of efficient payroll processes.
- Compliance and Reporting:
 - Ensuring compliance with all relevant labor and tax regulations for youth employees.

- Accurate and timely tax withholding and reporting.
- Integration with HR and Accounting Systems
 - Establishment of integration points with HR and accounting systems of seamless data flow and reporting.
- Youth-Focused Support
 - Customized support for youth interns in understanding and managing their payroll-related matters.

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

Submission Deadline and Confirmation

3.1.1. Deadline: Proposal Packages and all related materials must be received by HRC by **5:00 p.m. on Monday, November 27, 2023**. Complete Proposal Packages must be submitted electronically via email to hrc.grants@sfgov.org.

3.1.2. 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.

3.1.3. 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.

3.1.4. Late submissions: Any submissions and supplementary materials received after 5:00 p.m. on Monday, November 27, 2023, will not be considered. **Early submission is highly encouraged.**

3.2. Redaction of Confidential or Proprietary Information

All documents under this solicitation process are subject to public disclosure per section 67.24 of the San Francisco Administrative Code, “The San Francisco Sunshine Ordinance of 1999.”

Responses to RFQs, contracts, 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 firm's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or firm is awarded the contract.

Proposers should redact any confidential or proprietary information, as appropriate, prior to submitting a response to this RFQ.

Proposers should clearly indicate net worth or other proprietary financial data that the City should redact if the RFQ response becomes publicly disclosed, with the understanding that this information cannot be redacted or withheld should a contract be awarded to the Proposer.

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 Proposers(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 representatives will serve as the Review Panel responsible for evaluating Proposers. Review Panelists will evaluate and rate the responses for prequalification, and conduct interviews, 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 IV(B)), 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 May 20, 2023 at 5:00pm, the RFQ Response Deadline, any response that does not demonstrate that Proposer meets requirements in Section 5.1 will not be eligible for consideration.

The City reserves the right to request clarification from the Proposer prior to rejecting a response for failure to meet the Initial Screening requirements. Clarifications are “limited exchanges” between the City and a Proposer for the purpose of clarifying certain aspects of the Response and will not give a Proposer the opportunity to revise or modify its response.

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.
 - Certain exceptions may be made for 501(c)(4) and 501(c)(6) nonprofit organizations, as well as churches and religious organizations whose programming aligns with the charitable purposes designated for 501(c)(3) status.
- 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 Proposer 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. See Appendix A and Appendix B for more information about general terms and conditions of City funding opportunities.
- 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.

If a nonprofit proposer, it must be in good standing with the California Attorney General’s Registry of Charitable Trusts by the time of grant 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/subgrantees/subrecipients 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 grant execution and for the duration of the agreement. No City agencies or departments may apply for funding under this RFQ.

4.3. Selection Criteria

Creation and Duration of the Prequalified Pool

For each RFQ Service Area a Proposer applies in, they must submit a separate Attachment IV (Written Proposal Template). For example, a Proposer applying in **Public and Private Partnerships** and **Curriculum and Work-Based Learning** would submit two Attachment IV documents, one for each Service Area. Proposers meeting the Minimum Qualifications and scoring a minimum of 75 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 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. 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 to Proposal scores. The CMD-adjusted scores (if applicable) will then be tabulated, and Proposers will be ranked starting with the Proposer receiving the highest score, then continuing with the Proposer receiving the second highest score, and so on. Applications will be reviewed and evaluated using the criteria described in this section. 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.

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

1. First, 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.
2. Depending on the number and quality of proposals, applicants may be invited to be interviewed by the Review Panel to make a final selection. City representatives will serve as the Review Panel responsible for evaluating Proposers. Specifically, the team will be responsible for the evaluation and rating of the responses for prequalification, and for interviews, if desired by the City.
3. **Proposer/Applicant Information.**
 - a. Organization and/or Partner Name(s)
 - b. Contact Information

4.3.1 Applicant Qualifications and Staff Assignments (15 points)

- a. The staffing plan should ensure that work is distributed appropriately and that not all new responsibilities will be completed by the executive director.
- b. If the executive director or other agency leadership will need to invest time in coaching, networking, etc., the staffing plan should address who will support operations in the director’s absence. This may include: shifting certain responsibilities to other staff while ensuring staff have the bandwidth and skills to take on tasks; or hiring new staff or consultants to close operational gaps.
- c. 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.
- d. 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					

4.3.2 Scope of Work (50 points)

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

- a. Please describe your experiences working on programs, projects or providing services related to the selected Service Area(s) in the RFQ. Please provide a proposal that will constitute a representation by your organization that your firm is willing and able to perform the commitments contained in the proposal. This section should also include what populations your proposal intends to serve and how this proposal will further serve the greater San Francisco population. **(20 Points)**
- b. Do you have experience in administration of programs or projects in selected Service Area? Please define. **(10 Points)**
- c. How will you track program the impact and success of this program? What are the performance measures you will use to determine if the project was successful? How will data be collected, analyzed, and reported to measure impact? **(10 Points)**
- d. 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. **(10 Points)**

4.3.3 Financial Management and Budget Narrative (20 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.
- Describe how this funding will set your organization up for long- or short-term success.
- Applicant maintains strong fiscal controls and would ensure the prudent use, proper and timely disbursement and accurate accounting of funds awarded under this RFQ.

4.3.4 Letters of Recommendation (15 Points)

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

4.3.5 Completeness of Response Submission (0 Points)

Responses should conform to RFQ requirements and provide a straightforward, specific, and concise description of the Proposer'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

Proposers scoring 75 points and above may be added to the prequalified list and eligible for potential contract negotiations with the City on an as-needed. Due to the varied nature of the services to be performed, the City reserves the right to contract with any or all prequalified Proposers.

4.4.1. Reference Checks

Reference checks, including, but not limited to, prior clients as indicated in Attachment IV Written Proposal Template, may be used to determine the applicability of Proposer 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 Proposer'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 in a Written Proposal Template or elsewhere in 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, Proposer is required to sign the RFQ Attachment I, Section D, Proposer Release of Liability for Reference.

4.4.3. Selection from Prequalified Lists

Pursuant to Section 21.4 of the San Francisco Administrative Code, 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; 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.

The City may select Contractors from the prequalified list in its sole and absolute discretion. After the prequalified list has been established, the City may issue Request(s) for Quotes or Request(s) for Proposals, Oral Selection Interviews/Demonstrations, conduct Reference Checks to the prequalified consultant list to better assess qualifications for a specific scope of service, which may include staffing, scheduling, deliverable, and cost considerations. The City reserves the right to request proposals, quotes, oral interviews/demonstrations, and conduct reference checks from vendors simultaneously. Award of contracts will be made in a manner consistent with San Francisco Administrative Code Chapter 21 Section 21.4(c).

4.4.4. Other Terms and Conditions

The selection of any prequalified Proposer 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 Proposer, then the City, in its sole discretion, may terminate negotiations and begin contract negotiations with any other remaining prequalified Proposer.

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 Proposer 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 Proposer 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 Proposer must provide timely written notice of Protest as set forth below.

By 5:00 p.m. on the third (3rd) business day of the issuance of the RFQ, any Proposer 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 Proposer. The Protest shall also include the name, address, telephone number, and email address of the person representing the prospective Proposer.

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. 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. 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. 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.

5.5.1. Protests by email must be sent to hrc.grants@sfgov.org. Letters transmitted electronically must be sent in PDF format.

5.5.2. Protests by U.S. mail must be addressed to:

Human Rights Commission
Attn: HRC Grants
25 Van Ness, Room 800 San Francisco, CA 94102

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

HRC reserves the right to reject or cancel this RFQ in whole or in part at any time before a Grant Agreement is entered into.