

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>Dept. on the Status of Women</u>	Phone: <u>415-252-2576</u>
Dept. Contact: <u>Denise Heitzenroder</u>	Email: <u>denise.heitzenroder@sfgov.org</u>

Request: <input checked="" type="checkbox"/> New <input type="checkbox"/> Modification	Grantee: <u>IGNITE National</u>	Supplier ID: _____
<p>Grantee shall use funds to host an all-day policy summit for 1,000 individuals that will focus on the role of women, particularly young women & women of color, in efforts to advance gender equity, with an emphasis on the impact women can and will have in the 2024 election. The Grantee will create an engaging and educational space where attendees will hear from a variety of experts at the local, state, and national levels and have an opportunity to discuss the issues that impact their lives. Through panel discussions, workshops and forums, attendees will be provided with tools and strategies to empower themselves and others in the 2024 election, as well as drive change in their own communities and workplaces.</p>		
Short Description of Grant: _____		

Grant Amount: <u>\$500,000</u> <i>(Attach itemized budget if available)</i>	Grant Duration: <u>8 months</u>
	Anticipated Dates: From _____ To <u>08/31/2024</u> <u>12/13/2023</u>
To engage, inform, and empower women with regards to gender equity in advance of the 2024 elections	
Describe the Public Purpose to be fulfilled by this Grant: _____	

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.
<input type="checkbox"/> Competitive solicitation infeasible or impracticable
- Is this grant required to respond to a public emergency or other exigent circumstances? <input type="checkbox"/> Yes <input type="checkbox"/> 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 <i>not</i> 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? IGNITE National is a leader in policy advocacy, research and analysis, events, and trainings that advance gender equity and foster civic participation among women, especially young women and women of color. Due to its critical relationships with local community stakeholders coupled with its expert and deep understanding of the conference's focus, Ignite is singularly qualified to meet the terms and needs of the grant.
- 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. DOSW compiled a list of potential community benefit groups and evaluated prospective grantees on meeting specific criteria that ultimately determined Ignite as the sole entity able to perform the terms of the grant, including timeframe and organizational capacity. IGNITE met all requirements, including an expressed interest in being awarded the funds, the necessary experience with marquee policy events; organizational capacity to host the summit; direct experience in the area of advancing gender equity; organizational alignment with the Department's stated mission and goals, capacity to meet the rigorous grant reporting requirements, knowledge of the political landscaped at the local, state and national levels; a demonstrated and measurable commitment to young women and women of color's political empowerment; as well as Ignite's preexisting relationships with other San Francisco and Bay Area women-focused organizations.
- 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: _____

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

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

2024 Policy Summit: Engaging and Empowering Women in Advance of the 2024 Elections

Project and Timeline

IGNITE will host a policy summit to engage and empower women around gender equity and other women's issues. Attendees will be provided with a deeper understanding of some of the biggest issues facing women, girls and nonbinary people in the 2024 cycle, as well as tools to help encourage women in their communities to be civically active and engaged in the 2024 elections. This contract will commence in December of 2023 and conclude in June 2024.

Phase 1: September-December 2023

- IGNITE will secure and cover the costs of venue (750-1,000 attendee capacity) for the summit.
- IGNITE to ensure estimates are gathered for and cover additional event costs, not limited to but including AV, furniture rentals, labor costs, security, video and production teams.
- IGNITE to coordinate with DOSW on ADA and accessibility plans in alignment with the City's Accessibility and Inclusion Standards.
- IGNITE will secure and cover the costs of catering services and estimates for the summit.
- IGNITE will coordinate the creation and administration of a webpage for registration and summit details.
- IGNITE will ensure the management of the registration process, confirmation emails, and data management.
- IGNITE will ensure the creation of a marketing plan and budget to publicize the summit.
- IGNITE will assist with the creation of an agenda, the securing of speakers, moderator/emcee, and finalization of the program schedule.
- IGNITE will provide budget updates each week, as well as invoices and receipts prior to disbursement of any funds to vendors.

Phase 2: January-February 2024

- IGNITE to coordinate the launch of a marketing plan and share bi-weekly metrics.
- IGNITE to provide on-going budget updates and reconcile expenses with DOSW.
- IGNITE to ensure registration updates are provided to DOSW on a bi-weekly basis.
- IGNITE to ensure the creation and launch of applications for vendors to participate in the summit.
- IGNITE to ensure the confirmation of DOSW grantee participation in the summit.
- IGNITE to ensure the recruitment of volunteers and staff for summit roles
- IGNITE to ensure agenda development and session descriptions, ensuring that content is appropriate and in line with DOSW objectives.

Phase 3: March-April 2024

- IGNITE to ensure coordination of final marketing push.
- IGNITE to ensure confirmation of all vendor details, schedules, and pack-in and setup.
- IGNITE to ensure management coordination of confirmation details to all speakers and attendees.
- IGNITE to ensure the management of final travel arrangements and ensure receipts and invoices for reconciliation are provided.
- IGNITE to ensure the management of the confirmation of all vendors, volunteers, and nonprofit participants and their schedules.

- IGNITE to ensure the management of the finalization of all vendor contracts and ensure all invoices will be received August 31, 2024.

Week and day of: April 2024

- IGNITE to ensure onsite management of the summit pursuant to “run of show.”
- IGNITE will ensure the management of adequate staffing to process registration of attendees, to serve as “runners” throughout the day, clean up, etc.
- IGNITE will ensure the management of on-site vendors and address day-of concerns and needs.
- IGNITE to ensure the management of attendee accessibility needs are met in line with city & county policies.
- IGNITE will ensure the management of all strike activities are carried out a timely fashion so there are no labor overages.

Project Item	Cost
Venue Rental (minimum 750 attendees)	\$60,000
AV	\$60,000
Catering: breakfast, lunch and coffee for 750-1,000	\$100,000
Furniture & linen rentals	\$20,000
Accessibility services	\$10,000
Printing	\$10,000
Custom badges & lanyards	\$10,000
Décor and florals	\$15,000
Swag	\$35,000
Video & production	\$50,000
Communications & design	\$25,000
Speaker fees	\$18,000
Speaker gifts	\$6,000
Music & entertainment	\$5,000
Misc Supplies (easels, markers, pens, charging stations, hygiene items)	\$10,000
Security costs	\$10,000
Event app	\$6,000
In-direct costs	\$50,000

\$500,000