

ATTACHMENT IV: Written Proposal Template

REQUEST FOR QUALIFICATIONS (RFQ) # 80 Free Minds Initiative for the Human Rights Commission

CONTACT: Terry Jones, Finance Division, hrc.grants@sfgov.org

Responses received under this RFQ that fail to address each of the requested items in this Attachment IV: Written Proposal Template, in sufficient and complete detail to substantiate that the Respondent can meet the City's Minimum Qualifications, will be deemed non-responsive and will not be considered for pre-qualification. 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 (left blank), are not acceptable.

Instructions are provided in blue and may be deleted. Please complete your response in the template provided, using as much space as needed. Indicate clearly where separate documents are provided. In order to receive the maximum amount of points, please be sure to follow this format carefully and thoroughly (but concisely) address each section. Please ensure your response meets the Minimum Qualifications so that it will be evaluated.

Note that all documents under this RFQ process are subject to public disclosure. Please redact confidential or proprietary information as appropriate.

A. Proposal, Budget & Budget Narrative

Applicant Qualifications and Staff Assignments (30 Points)

- a. Describe your organization, your services, and the population(s) you serve. Indicate how your organization aligns with and contributes to the Human Rights Commission's mission to ensure leadership and advocacy in securing, protecting and promoting human rights for all people in San Francisco's diverse communities.
- b. Describe your staffing plan for the proposed project.
 - i. 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.
 - ii. 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.
 - iii. Please include a chart listing your organization's staff using the below template. Include any

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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					

Scope of Work (40 points)

Please provide concise, yet comprehensive answers to the following questions in the RFQ Overview

- a) Describe your proposed capacity building effort, including:
 - i. Context: The specific area(s) you have selected to address and why.
 - ii. Goals: The goals of the proposal and how they align with this RFQ.
 - iii. Approach: The activities, steps, systems, and infrastructure to be conducted or implemented, including a timeline.
 - iv. Impact: How will you track 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 in order to measure impact?
 - v. Population: Define how people are experiencing mental health crises and disparities in access to culturally congruent care in San Francisco? What values and outcomes in mental health services for disparately impacted communities does your organization prioritize?
 - vi. Sustainability: 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.

Budget Narrative (20 points)

- a) Provide a budget narrative by providing a description of your use of funds.
- b) 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.

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- c) Applicant maintains strong fiscal controls and would ensure the prudent use, proper and timely disbursement and accurate accounting of funds awarded under this RFQ.

Budget Item OR Position to be hired/participant wages/salary/stipend	Quantity OR # of employees /participants	Cost per unit OR stipend/wage	Total cost (quantity x priceper unit) OR Total cost in stipends/wages
Total			

Provide a budget narrative describing your use of funds.

**A budget narrative is a detailed explanation and justification of the various elements included in a budget proposal. It provides context and additional information to help the HRC and the City & County of San Francisco, understand the rationale behind the budgetary allocations. The narrative typically accompanies the budget and serves as a companion document to clarify the specific line items, costs, and funding needs outlined in the budget.*

Letters of Recommendation (10 points)

- a) Please submit exactly two (2) letters of recommendation from other organizations or individuals regarding your qualifications. 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 community.

Completeness of Response Submission (0 points)

Responses should conform to RFQ requirements and provide a straightforward, specific, and concise description of the Respondent’s capabilities to satisfy the requirements of the RFQ. Responses should also be professionally presented and contain organized content and formatting.

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B. Certification and Prior Projects

Proposer Certification

The Proposer certifies that:

Minimum Qualifications	Yes? (Check)
<p>Experience: Proposer has submitted no more and no fewer than two (2) Prior Project Descriptions, as part of RFQ Attachment IV response, below, for each service area for which it would like to be considered for prequalification. The services described in the Prior Project Descriptions must:</p> <ul style="list-style-type: none">include services comparable to Section 2 Scope of Work,have been provided to public sector municipality or similar government agency clients,be within five (5) years from the date of this RFQ, andbe successfully completed, which means project outcomes have been completed and accepted by client. <p>The City reserves the right to contact the client to confirm the level of project completeness and acceptance.</p> <ul style="list-style-type: none">If more than two (2) Prior Project Descriptions are submitted, only the first two (2) will be reviewed for consideration.	
<p>Staffing: The lead staff, including the Proposer's Project Manager and technical lead(s), proposed to be assigned to the City's project(s) must individually have had a similar lead role in a minimum of one (1) of the Prior Project Descriptions submitted for each service area. The Proposers shall identify functional and technical leads and include their resumes. Proposers may also include resumes for supporting principal and senior consultants.</p>	

ATTACHMENT IV: WRITTEN PROPOSAL TEMPLATE

Prior Project Descriptions

Using the following template, Proposers must submit Prior Project Descriptions in accordance with the Minimum Qualifications stated above. Copy and attach additional template pages as necessary.

Contacts for each project are required and may serve as references for the Proposer. The City will not inform Proposer when references will be contacted. The Proposer should ensure that client contact information listed in the response is up-to-date and should notify references that the City may be contacting them.

PLEASE SEE PROJECT DESCRIPTIONS TEMPLATE BELOW

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SERVICE AREA 1: PRIOR PROJECT DESCRIPTION 1

Project	<u>Project Name</u>
Client	<u>Client Name (City, County, etc.)</u>
Client Unit	<u>Client Agency, Department, or Unit Name</u>
Client Contact Name and Title	<u></u>
Client Contact Phone	<u></u>
Client Contact E-mail	<u></u>
Timeline	<u>Month/Year to Month/Year; Length of project beginning to end (Project must be within five (5) years from the date of this RFQ)</u>
Consultant Organization	<u></u>
Consultant Lead(s)	<u>Staff Lead Name(s) – same as lead proposed to City?</u>
Fee	<u>\$00,000.00</u>
Number of Hours	<u>XX hours</u>

Project Background Include background information regarding the client and/or program, as applicable. What were the project goals and desired outcomes? If different, what were the goals and desired outcomes of your services?

Insert Response Here.

Project Scope What were the project activities your organization completed? Provide sufficient information to give the City insight into the size/complexity and scope of the project.

Insert Response Here.

Project Approach How did you approach the project? What methodologies were used, and how did those address the project goals? Describe any challenges you have faced, including strategies you used to address them.

Insert Response Here.

Project Staffing Identify each key person on the project team with titles and roles and hourly rate, including all subcontractors. Include brief narrative descriptions of the responsibilities each person had on the project.

Insert Response Here.

Involvement of Client and/or Stakeholders Discuss how client and any stakeholders were involved in the project, major opportunities for input, client staff contributions, etc.

Insert Response Here.

Project Outcomes What, if any, measurable service deliverables or outcomes can be attributed to your services? How did you add value to the client? Examples include but are not limited to the amount of cost savings as a result of services provided, legislative or policy changes, organizational changes, or other measurable indicators of successful implementation of findings from your services.

Insert Response Here.

ATTACHMENT IV: WRITTEN PROPOSAL TEMPLATE

SERVICE AREA 1: PRIOR PROJECT DESCRIPTION 2

Project	<u>Project Name</u>
Client	<u>Client Name (City, County, etc.)</u>
Client Unit	<u>Client Agency, Department, or Unit Name</u>
Client Contact Name and Title	<u></u>
Client Contact Phone	<u></u>
Client Contact E-mail	<u></u>
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