

HUMAN RIGHTS COMMISSION

REQUEST FOR QUALIFICATIONS (RFQ) #80

Free Minds Initiative for the Human Rights Commission

Background

The San Francisco Human Rights Commission (HRC) advocates for human rights issues and enforces nondiscrimination laws in the City and County of San Francisco. For nearly 60 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.

Intent of this Request for Qualifications (RFQ)

By this RFQ, the San Francisco Human Rights Commission (HRC) intends to create a prequalified list of organizations from which it may choose to provide and support addressing San Francisco's mental health, behavioral health, and emotional wellness crises with a focused emphasis on access to culturally congruent services that would greatly benefit the community in several ways: Increased Accessibility and Inclusivity, Reduced Stigma, Community Empowerment, Crisis Prevention, and Cultural Competence in Health Care, among other things. Additionally, it aims to play a role in fostering a more widespread societal transformation, promoting greater awareness of and emphasis on mental health and overall well-being.

Anticipated Grant Term

The anticipated term for grants resulting from this RFQ is one year (1) with the option to extend the contract for up to two (2) additional years. Actual grant terms may vary, depending upon service and project needs at the City's sole and absolute discretion. Applicants selected for resulting grants(s) must be available to commence work on or after April 1st, 2024. Thus, the anticipated grant term for this RFQ is April 1, 2024 to March 31, 2025 with possible extension for up to two additional years.

Anticipated Grant Budget

The anticipated not-to-exceed contract budget is from \$25,000 to \$3,000,000 per year for each contract resulting from this RFQ. Actual contract budget may vary, depending upon service and project needs at the City's sole and absolute discretion.

Schedule

RFQ issued: Wednesday, January 17, 2024

E-Question Period: Tuesday, January 23, 2024 – Wednesday, January 31, 2024

Answers available online: Friday, February 2, 2024

Deadline for RFQ Proposals: Wednesday, February 7, 2024, by 5:00 pm PST

Prequalified List announced: Friday, March 9, 2024

Anticipated Grant Period Start Date: April 2024

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

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

RFQ Contact Information

Contract Administrator for this RFQ: Terry Jones

Email for Submission of RFQ Responses and Questions:

hrc.grants@sfgov.org

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 60 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:

- **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

HRC is actively seeking collaborative partnerships with one or more organizations in a concerted effort to address the critical issue of access to culturally congruent mental health and wellness services in San Francisco. This initiative is especially focused on communities that currently face disparate access to these essential services. The urgency of this matter cannot be overstated, and HRC is poised to make a significant impact through its groundbreaking Free Minds Initiative.

At the heart of this endeavor is a collective impact approach, a strategic framework that recognizes the complexity of the challenges at hand and underscores the necessity for collaboration. The Free Minds Initiative is envisioned as an innovative and comprehensive effort designed not only to reduce existing mental health disparities but also to foster increased cooperation and trust among key stakeholders. This includes forging stronger connections between city agencies, community-based organizations, and individuals navigating mental health crises within these communities.

The emphasis on culturally congruent services within the initiative underscores a commitment to recognizing and respecting the diverse needs of the communities involved. By tailoring mental health and wellness services to align with the cultural contexts of these communities, the Free Minds Initiative seeks to break down barriers and ensure that individuals can access support in a way that is meaningful and relevant to their unique experiences.

Ultimately, the Free Minds Initiative is not just a project; it is a vision for a transformed mental health landscape in San Francisco. Through collaborative efforts, trust-building, and a sustained commitment to innovative practices, HRC envisions tangible improvements in mental health outcomes for the communities it serves. The initiative stands as a testament to the power of collective action in creating positive, lasting change in the lives of those who need it most.

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>.

1.3. Available Funding

The anticipated not-to-exceed contract budget is from \$25,000 to \$3,000,000 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 may be funded for a term of one (1) year with the option to extend the contract for up to two (2) additional years. Projects may begin as soon as **April 2024**. In some cases, the City may renew or extend programming through March, 2027 (fiscal year 2026-2027) at the City’s sole and absolute discretion. 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	Wednesday, January 17, 2024
E-Question Period	Tuesday, January 23, 2024 – Wednesday, January 31, 2024
Deadline for Questions	Wednesday, January 31, 2024
Answers available online	Friday, February 2, 2024
Proposals Due	Wednesday, February 7, 2024, by 5:00 pm PST
Prequalified List Announcement	Friday, March 9, 2024
Protest Period Ends	5 business days after award notification
Projects Begin	Projects anticipated to start April 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 Administrator(s) whose name(s) appear in this Solicitation. **Any attempt to communicate with any party other than the Contract Administrator(s) whose name(s) appear in this Solicitation – including any City official, representative or employee – is strictly prohibited. The Contract Administrator for this Solicitation is: Terry Jones – hrc.grants@sfgov.org.**

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.

1.7. Deadline for RFQ Questions (Questions Submitted Electronically)

All questions about the RFQ should be sent by email to hrc.grants@sfgov.org, to the attention of Contract Administrator Terry Jones. This includes general administrative questions, program area questions, and technical questions about how to find or navigate the RFQ application.

Proposers are specifically directed not to contact any employees or officials of the City other than those specifically designated in this RFQ and its Attachments. Unauthorized contact may be cause for rejection of responses at the City's sole and absolute discretion.

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 January 26, 2024. It is the Respondents' responsibility to check this website for any updates.

1.9. City Communication Following Receipt of Responses

The City may contact Respondents 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 Respondent for the purpose of clarifying certain aspects of the Responses, and do not give a Respondent 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 HRC's Evaluation Process, see RFQ Attachment IV - Evaluation Criteria.

2. Program Areas and Scope of Work

2.1.1. 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.

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, Response 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 Respondent(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.

2.1.1.1. 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.

2.1.1.2. Description of Proposed Work

HRC, on behalf of all City Departments, is seeking qualified suppliers (“Proposers”) to provide proposals (“Proposal”) for projects and programs as outlined below.

HRC invites proposals from organizations committed to advancing mental health and wellness through the groundbreaking Free Minds Initiative in San Francisco. This transformative project centers around a comprehensive collective impact approach, fostering cooperation, trust, and culturally congruent services to address mental health disparities. We are seeking partners who share our vision for positive and lasting change in the lives of communities facing disparate access to mental health services.

Collective Impact Approach:

We are seeking proposals from organizations experienced in collective impact strategies to collaboratively address mental health challenges. Successful applicants will demonstrate an understanding of the multifaceted nature of mental health disparities and propose innovative approaches to leverage strategic partnerships. City agencies, community-based organizations, and individuals navigating mental health crises are encouraged to join forces in a unified effort for positive change.

Fostering Cooperation and Trust:

Organizations interested in fostering increased cooperation and trust among key stakeholders are invited to submit proposals. The Free Minds Initiative extends beyond traditional service provision, emphasizing the creation of a collaborative ecosystem. Proposals should outline strategies for forging stronger connections between city agencies and community-based organizations, building trust as a fundamental element for lasting positive change.

Culturally Congruent Services:

We are looking for proposals that align with the initiative's commitment to recognizing and respecting the diverse needs of communities. Organizations should demonstrate expertise in tailoring mental health and wellness services to align with cultural contexts, breaking down barriers that impede access to essential support. Proposals should outline culturally sensitive approaches to ensure individuals can access services in a manner that respects and values their unique experiences.

Vision for Transformation:

The Free Minds Initiative is not just a project; it is a visionary endeavor aiming to transform San Francisco's mental health landscape. Organizations with a commitment to collaborative efforts, trust-building initiatives, and innovative practices are encouraged to submit proposals. Successful applicants will share our vision for tangible and sustainable improvements in mental health outcomes, standing as a testament to the power of collective action.

Program(s) should include any of the following components:

- **Culturally Competent Mental Health Services:**
 - Enhancing the cultural competence of mental health services, ensuring they are tailored to the unique needs of diverse and underserved populations.
- **Community-Led Mental Health Initiatives:**
 - Funding for community-driven mental health programs that address the specific challenges faced by underserved communities and involve community members in program design and implementation.
- **Youth Mental Health Outreach:**
 - Programs focused on promoting mental health and wellness among young people in underserved communities, including initiatives for prevention and early intervention.
- **Access to Affordable Mental Health Care:**
 - Projects aimed at increasing access to affordable mental health care services, particularly in communities where financial barriers hinder access.
- **Crisis Intervention and Support:**
 - Programs or projects providing crisis intervention and mental health support services in areas facing increased mental health challenges, such as those affected by violence or trauma.
- **Mental Health Education in Schools:**
 - Programs working to integrate mental health education into school curricula in underserved areas, addressing stigma and promoting early intervention.
- **Trauma-Informed Care Programs:**
 - Programs that implement trauma-informed care approaches, recognizing and addressing the impact of trauma on mental health in underserved communities.

- **Community Resilience Building:**
 - Programs or projects that focus on building community resilience, emphasizing strengths and protective factors to enhance mental health and wellness.
- **Intersectionality and Mental Health:**
 - Support for organizations that explore the intersectionality of identities and its impact on mental health outcomes, addressing the unique challenges faced by individuals with multiple marginalized identities.
- **Peer Support Networks:**
 - Programs that establish peer support networks within underserved communities, creating spaces for shared experiences and mutual support.
- **Policy Advocacy for Mental Health Equity:**
 - Funding for organizations advocating for policies that address systemic issues contributing to mental health disparities in underserved and disenfranchised communities.
- **Arts-Based Therapies:**
 - Programs leveraging arts-based therapies to promote mental health and wellness, recognizing the therapeutic benefits of creative expression.
- **Parental and Caregiver Support Programs:**
 - Programs offering resources and support to parents and caregivers in underserved communities, addressing the mental health needs of families.
- **Nutrition and Food Security Initiatives:**
 - Programs addressing food deserts and promoting nutrition education to improve dietary habits and food security in disenfranchised areas.
- **Physical Activity and Recreation Programs:**
 - Programs that encourage physical activity, sports, and recreational programs, particularly those accessible to all members of diverse communities.
- **Maternal and Child Health Initiatives:**
 - Programs addressing maternal and child health disparities, with a focus on prenatal care, infant nutrition, and early childhood development.
- **Mental Health Integration in Primary Care:**
 - Programs integrating mental health services into primary care settings to address the holistic well-being of individuals in underserved communities.

The goal is to foster comprehensive, community-centered approaches to mental health and wellness, ensuring that diverse and underserved populations receive the support they need.

Target Populations (but not limited to):

- San Francisco residents possessing specialized expertise in the provision of mental health services and the enhancement of overall well-being within the community. Their targeted proficiency includes adept engagement in community outreach, with a specific focus on diverse populations.
- Youth/Transitional-Age Youth (TAY)
- Elders/ Aging Community Members

- Relatives with Incarcerated Loved Ones
- LGBTQIA+ People
- Pregnant, Parenting and Birthing People
- Survivors of Sexual Assault, Gun Violence, and/or Community Violence
- Students
- Unhoused People/People experiencing Housing Instability
- Others identified as being disproportionately impacted by Anti-Blackness
- Those with Limited Access to Mental Health Services in San Francisco.

Organizations that are awarded a grant will be expected to participate in meetings/activities with other grantees in the cohort. These activities will be facilitated through HRC at no cost to the grantee. Activities will include:

1. Monthly or bi-monthly (1.5-2 hours) cohort peer learning and development sessions. Grantees may send 1 or more team members to participate and should expect that each leader will commit 3-4 hours of follow up per month.

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

Additional reference materials and guidelines:

Please complete the template(s) and verify that you meet all requirements. Only submissions with all required attachments will be considered for funding. Alternative formats of templates may also be provided to individuals with disabilities by contacting hrc.grants@sfgov.org before the submission deadline. If using an alternative format for your responses, the information in Attachment IV - Written Proposal Template, must be included in the order specified to be scored appropriately.

3.2. Submission Deadline and Confirmation

- 3.2.1.Deadline: Proposal Packages and all related materials must be received by HRC by **5:00 p.m. Pacific on Wednesday, February 7, 2024**. Complete Proposal Packages must be submitted electronically via email to hrc.grants@sfgov.org.
- 3.2.2.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.
- 3.2.3.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.
- 3.2.4.Late submissions: Any submissions and supplementary materials received after 5:00 p.m. Pacific on Wednesday, February 7, 2024, will not be considered. **Early submission is highly encouraged.**

3.3. Redaction of Confidential or Proprietary Information

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 of 1999 (San Francisco Administrative Code).

Proposals, responses, contracts, and all other records of communications between the City and Respondents 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 or benefit.

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

Respondents 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 Respondent.

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.

3.4. 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 Respondent(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 or community representatives may serve as the Evaluation Panel responsible for evaluating Respondents. Evaluation Panelists will evaluate and rate the responses for prequalification. Depending on the number and quality of proposals, Respondents may be invited to be interviewed by the Evaluation Panel to make a final selection, 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 (4.2), 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 February 7, 2024 at 5:00pm Pacific, the RFQ Response Deadline, any response that does not demonstrate that Respondent meets requirements in Section 4.2 will not be eligible for consideration.**

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

No City agencies or departments may apply for funding under this RFQ.

4.3. Selection Criteria

Creation and Duration of the Prequalified Pool

Proposers meeting the Minimum Qualifications and scoring a minimum of 70 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, but may be extended for up to 2 additional years if re-opened 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 Respondent prequalification.

1. Respondent/Applicant Information.

- a. Organization and/or Partner Name(s)
- b. Contact Information

2. 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 Huan 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 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					

3. Scope of Work (40 points)

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

- a. Describe your proposed 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: What will this proposal achieve? 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.

4. 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 applicants' overall budget is of a size to reasonably expect successful delivery of the program.
- 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.

5. 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.

6. 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.

4.4. Prequalification Process

Proposers scoring 70 points and above may be added to the prequalified list and eligible for potential contract negotiations with the City on an as-needed basis in the Service Area described in section II(A)(2), above. Due to the varied nature of the services to be performed, the City reserves the right to contract with any or all prequalified Respondents. Organizations prequalified under this RFQ are not guaranteed a contract.

4.4.1. Reference Checks

Reference checks, including, but not limited to, those provided in Attachment I, may be used to determine the applicability of Respondent's 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 Respondent'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 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, Respondent is required to sign the RFQ Attachment I, Section D, Release of Liability.

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 Respondent 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 Respondent, then the City, in its sole discretion, may terminate negotiations and begin contract negotiations with any other remaining prequalified Respondents.

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

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

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. Pacific on the fifth (5th) business day 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. Pacific 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. Pacific 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.

- Protests by email must be sent to hrc.grants@sfgov.org. Letters transmitted electronically must be sent in PDF format.
- Protests by U.S. mail must be addressed to:

Human Rights Commission

Attn: HRC Grants

25 Van Ness, Room 800

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.