



San Francisco Public Works

Request for Proposals

San Francisco Tenderloin Clean and Workforce Development Program

Sourcing Event ID 0000004729

Date issued: Tuesday, June 1, 2021

Pre-Proposal Conference: Friday June 11, 2021

Proposal Deadline: 4:00 PM Wednesday, June 23, 2021

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1. INTRODUCTION

1.1 General

San Francisco Public Works (Public Works), City and County of San Francisco (City), seeks to award one (1) agreement (“grant agreement” or “contract”) to a federally recognized nonprofit 501(c)(3) organization to provide litter reduction and workforce development services to San Francisco neighborhoods while providing opportunities to adults facing barriers to employment.

The selected service provider will support Public Works and its Bureau of Street Environmental Services Division. The selected service provider will be required to provide workforce development training for participants in the program in addition to the litter services. The selected provider shall align with the Public Works goal of increasing employment, job training, and workforce development opportunities to residents who are eligible to work but facing barriers to employment (such as formerly incarcerated individuals, individuals from disadvantaged neighborhoods, etc.).

The selected service provider must have a track-record of performing and providing similar services. Selected service provider must be familiar with data collection and reporting requirements for citywide operations and workforce development. The schedule and number of assigned locations shall be at the discretion of the Department.

1.2 Purpose

The purpose of this RFP is to fund an employment program to employ adults and young adults facing employment barriers with meaningful employment for local hires that can lead to permanent job growth.

The selected service provider will provide job training and workforce development opportunities to employees facing barriers to employment in collaboration with San Francisco Public Works to help the City by providing litter reduction services citywide, while emphasizing and encouraging proper cleaning practices.

Criteria used to evaluate proposed programs include:

- Creation of employment and number of people employed for this project
- Training and support offered to participants

- Evident success in related employment programs with identified partners who provide community support
- Ability to administer hiring process and employment recordkeeping
- Ability to provide safe and community driven work environments
- Recent experience and qualifications of staff assigned to the program with clearly defined roles
- Expertise of the organization and partners shown in recently completed, similar projects/programs
- Ability to adhere to schedules, deadlines and budgets
- Hiring of local residents

1.3 Contract Award

- A. The anticipated duration and maximum grant amount of the agreement are as follows:

Expected Term Not-to-Exceed Amount: \$1,871,580*

Initial Contract Duration: 365 Calendar Days

This program is contingent and subject to change upon approval and availability of funding by the Board of Supervisors.

*NOTE: This amount is an estimate and subject to change at any point during the grant term pending final budget approval by the City and County of San Francisco.

- B. The contract total compensation for the original period is expected to be one million eight hundred seventy-one thousand and five hundred eighty dollars (\$1,871,580). The City shall have the option to extend the term for a maximum of 24 additional months, which the City may exercise in its sole, absolute discretion. Should the contract be extended, the annual compensation may increase at reasonable costs similar to the per month costs of the original term. The City reserves the right to change the number of contracts and contract amount limits to be awarded at its own discretion.
- C. Proposers may submit proposals with greater or lesser value, and cost and reasonableness of rates will be considered as part of the evaluation. Public Works reserves the right to commence, close, reduce, increase the contract amount and change the Contract Agreement duration consistent with City requirements.

1.4 Tentative RFP Schedule

The following schedule is anticipated for the entire RFP process from advertisement to receipt of proposals. The following dates are tentative, non-binding and subject to change without prior notice. Changes to Submittal Deadline dates will be issued via addendum.

The City accepts no responsibility to any prospective nonprofit organization financially or otherwise, for the failure of any contingency requiring the postponement or cancellation of this RFP.

If necessary, Public Works reserves the right to conduct Oral interview. If exercised, interviews may occur after April 2021.

<u>Proposal Phase</u>	<u>Date</u>
Advertise RFP	June 1, 2021
Pre-Proposal Conference	June 11, 2021
Deadline to Submit RFP Questions	June 15, 2021
Response to Questions	June 18, 2021
Deadline to Submit Proposals	June 23, 2021 by 4:00 PM, PT

1.5 Pre-Proposal Conference

- A. Proposers are encouraged to attend a Pre-Proposal Conference that will be conducted for this project via an Audio/Virtual Conference through Microsoft Teams. Physical presence is not required. Attendance at the Pre-Proposal conference is not required to submit a proposal to this RFP.
- B. Prospective Proposers must sign up for the virtual live stream event prior to the Pre-Proposal date by sending an email to ContractAdmin.Staff@sfdpw.org with email format as follows:

Subject line: "0000004729 Pre-Proposal Signup."

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Body of Email: (1) Full name; (2) Organization Name; (3) Job Title; (4) Phone Number

C. Pre-Proposal Conference Details

Friday, June 11, 2021

1:30 PM – 2:30PM (1 hour)

Microsoft Teams

[Join live event](#)

Join when it's time for the live event.

Do not forward this invite.

[+1 415-906-4659](tel:+14159064659) United States, San Francisco (Toll)

Conference ID: 775 265 83#

- D. The Pre-Proposal Conference will begin at the time specified, and nonprofit organization representatives are urged to arrive on time. Topics already covered will not be repeated for the benefit of late arrivals. Failure to attend the Pre-Proposal Conference shall not excuse the successful Proposer from any obligations of the contract.

1.6 RFP Questions

Proposers are encouraged to submit questions on the RFP before the due date stated in the RFP Schedule above. All questions will be addressed, and any available new information will be memorialized in a written addendum to proposers, as applicable. It is the responsibility of the Proposer to check for any RFP Addenda, Q&A postings, and other updates which will be posted on the City's Bid and Contracts website:

<https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

1.7 Definitions

1. "Large Refuse" can be further defined as large or bulky items left lying in a public space often weighting 25+ lbs. and requiring more than one person to safely lift and remove. These items include but are not limited to mattresses, sofas, desks, and heavy or bulky boxes.
2. "Litter" is defined as items left lying in a public space, including but not limited to: paper, cans, bottles, syringes, animal/human waste, stickers and personal items.
3. "Litter Reduction Services" may include but are not limited to sidewalk sweeping, gutter sweeping, large refuse collection and litter collection.
4. "Proposal" as used in this RFP shall mean the "Statement of Qualifications"

submitted in response to this RFQ.

5. “Proposer” refers to any entity submitting a Proposal to this RFP that may be selected by the City for a grant award.
6. “Service Provider” refers to non-profit organizations or Proposer selected to perform the services pursuant to this RFP.
7. “Service Area” refers to the geographic area of San Francisco bordered on the north by Geary Street, the east by Mason Street, the south by McAllister Street, and the west by Van Ness Avenue.
8. “Supplier” refers to any entity and approved Contractor Accounts in the City’s Financials and Procurement System, “Peoplesoft.”

1.8 Contractors Unable to do Business with the City

A. Generally

Contractors that do not comply with laws set forth in San Francisco’s Municipal Codes may be unable to enter into a contract with the City. Some of the laws are included in this RFP, or in the terms and conditions of the sample agreement attached. (Appendix D)

B. Companies Headquartered in Certain States

This contract is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into contracts with companies headquartered in states with anti-LGBT and restrictive abortion laws, or where any or all of the work on the contract will be performed in any of those states. Proposers are hereby advised that Proposers which have their United States headquarters in a state on the Covered State List, as that term is defined in Administrative Code Section 12X.3, or where any or all of the work on the contract will be performed in a state on the Covered State List may not enter into contracts with the City. A list of states on the Covered State List is available at the website of the City Administrator at <http://sfgsa.org/chapter-12x-anti-lgbt-state-ban-list>.

2. SCOPE OF WORK

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the program.

The following are work tasks assumed necessary to meet the minimum requirements of the field operations and workforce development program. Proposing teams may suggest a modified scope as part of their proposal.

2.1 Litter Reduction Services

- 1) Litter Reduction Services (“Services”) in the Tenderloin and adjacent Neighborhoods (Service Area) of San Francisco to ensure safe, clean, and accessible sidewalks and rights-of-way.
 - a.) For the purpose of this grant, Services shall be defined as 1) Sidewalk sweeping, 2) Gutter sweeping, 3) Litter collection, 4) Topping off / Remove debris from overflowing City Can, and 5) Litter removal from sidewalk tree wells and planters.
 - b.) For the purposes of this grant, Litter shall be defined as items left lying in a public space, including but not limited to: paper, cans, bottles, needles, animal/human waste, stickers and personal items.
 - i. Service provider shall direct all cases of needles and animal/human waste to 311 and/or the Public Works Radio Room as designated by Public Works staff
 - c.) For the purposes of this grant, the Service Area shall be defined roughly as the geographic area of San Francisco bordered on the north by Geary Street, the east by Mason Street, the south by McAllister Street, and the west by Van Ness Avenue. Please refer to Appendix E for a map of the Service Area.
 - d.) Service Provider shall provide Services within the Service Area defined in Appendix E. Service Provider shall assign staff to provide services in North/ South and East/ West directional streets and public spaces. Service Provider shall provide Services on streets in other directions, intersections, rights-of-way, and public spaces within Service Area as needed and specified by Public Works.
 - e.) Service Provider shall perform all Services using a crew of at least sixteen (16) Workers, two (2) Supervisors, one (1) Director, and one (1) Deputy Director.

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- f.) Service Provider shall perform Services Monday through Sunday, 7 days per week. Cleaning staff shall be available to perform Services during, but not limited to, these hours:
 - i. Monday – Sunday 5:00 am to 1:30 pm
 - g.) Service Provider shall perform Services for approximately 8 person-hours per day, among the crew of Workers and Supervisors.
 - i. The range of actual person-hours for Services required may vary per day, but the City provides no guarantee on the minimum or maximum number of actual Service hours that may be required during a day period, and flexibility on the Service Provider's part to accommodate the needs of the City will be critical.
 - ii. The Service Provider's Supervisor, under coordination with the City's designated contact person, shall allocate and schedule actual work hours and assignments for all Workers and the Supervisor on a daily/weekly basis.
 - h.) Service Provider shall not collect Large Refuse Items from the rights-of-way and public spaces in the Service Area.
 - i. For the purpose of this grant, Large Refuse Items shall be defined as items left lying in a public space that are too large, bulky, or heavy to be safely lifted or collected by a single person.
 - 1. Examples include but are not limited to: Mattresses, sofas, desks, heavy or bulky boxes.
 - ii. Service Provider shall not be responsible for the removal of Large Refuse Items, but shall be required to collect and report them immediately (within 1 hour) to the City's designated contact person to arrange for collection and removal by the City.
 - iii. Service Provider must be able to lift a minimum 25 lbs.
2. Abatement of Graffiti from public spaces in the Service Area
- a.) Service Provider shall not be responsible for the abatement of graffiti on all street poles, garbage cans, utility boxes, benches, parking meter poles in the Service Area.

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3. Service Provider must provide Narcan training for all employees who will be out in the field, prior to commencement of Litter Reduction Services and any other services.
4. Workforce Development and Job Training opportunities must be provided to local residents, especially those in economically disadvantaged neighborhoods. Selected vendors must provide regular progress updates on individuals part of the workforce development program. Updates shall include current employment status, 6-month post-employment status, and 12-month post-employment status.
 - a.) Service Provider must develop a written workforce development curriculum/agenda to include a brief description of training courses offered; Courses may include, but not limited to: conflict management/de-escalation techniques; how to fill an online job application; basic computer skills; resume/interviewing skills/techniques; money management/budgeting; career choices
5. Selected Service Provider(s) must aim to place at a minimum twenty-five percent (25%) of workforce development participants in full-time positions within 1.5 years of their participation in the program. Participants must exit program within eighteen (18) – twenty-four 24 months of employment with the program.
6. **Data Reports**
 - a.) Daily Reports – Weekly data reports on litter collection, specifically the volume and specific waste types collected in the Service Area shall be provided to Public Work. Reports must include daily crew and supervisor numbers.
 - b.) Monthly Reports – Service provider must provide monthly operations and workforce development data
 - c.) Periodic and regular data reports on litter collection and other qualitative and quantitative metrics shall be submitted as required by Public Works. A component of such reports must include training.
 - d.) Periodic reports shall be submitted tracking the number of job fairs, interviews attended, employers/positions applied for, etc. (with results)
 - e.) Daily tent counts within geographical boundaries before 7:00 am, Monday through Sunday.
7. Quarterly program evaluation conducted by Public Works designated contact and Service Provider’s program management staff.

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8. Proposers should state in measurable, quantifiable terms the service and outcome objectives they will achieve in providing these services. The major purpose of objectives is to measure quantity, quality, and impact of services. In measuring these areas, a balance should be created between the value of the information and the time/effort required to collect the information. The objectives should be specified in the proposals to match the services to be provided. Both quantitative and qualitative analysis shall be applied to measure program efficiency and effectiveness.

9. Service Objectives

a.) Proposers shall develop specific service units and outcome objectives that measure the quantity and other aspects of services. The service objectives should state the target quantities and match the program services as proposed.

10. Subcontracting

a.) The City does not intend to approve any subcontractors for this Grant. Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Proposal or any rights, duties or obligations of Proposer.

3. SUBMISSION REQUIREMENTS

3.1 Time and Place for Submission of Proposals

Proposers shall submit one (1) electronic pdf copy of the packages specified in Section 3.4 to ContractAdmin.Staff@sfdpw.org. Postmarks will not be considered in judging the timeliness of submission. Late submissions will not be considered. Supplemental documents or revisions after the deadline will not be accepted.

The RFP Coordinator will confirm receipt of all Respondent submissions within one (1) working day after the deadline for receipt noted above.

3.2 Format

For word processing documents, proposal should be no more than 35 pages, with the following format specified below.

1. Table of Contents is not included in the 35-page maximum requirement.
2. Texts should be unjustified (i.e., with a ragged-right margin) and that pages have margins of at least one inch on all sides, excluding headers and footers.
3. Fonts must be a 12-point serif font (e.g., Times Roman, Garamond, and Courier New and not Arial), and page margins should be at least 1" on all sides (excluding headers and footers).
4. Header from top and footer from bottom must be both 0.5."

3.3 Content

Nonprofit organizations interested in responding to this RFP must submit the following information, in the order specified below:

2. RFP Cover Page

Submit the cover page signed by a person authorized to obligate the organization to perform the commitments contained in the Proposal. Submission of this document will constitute a representation by the organization that the organization is willing and able to perform the commitments contained in the proposal.

3. Table of Contents

Each proposal package should contain a complete table of contents showing page numbers. All pages in the package must be numbered consecutively, and major sections must be indexed.

2. Introduction and Executive Summary (up to [3] pages)

The proposer must submit a letter of introduction and executive summary as a cover page to the proposal and consist the following:

- i. Letter must be signed by a person authorized to obligate the organization to perform the commitments contained in the Proposal (Statement of Qualification). Submission of this document will constitute a representation by the organization that the organization is willing and able to perform the commitments contained in the proposal.
- ii. A Statement describing its efforts to comply with the [Chapter 12L](#) provisions regarding public access to Proposer's meetings and records.
- iii. A summary of all complaints concerning the Proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the Proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the Proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.
- iv. Executive Summary is a brief description of the organization, experience, and qualifications pertaining to scope of services of this RFP.
- v. Include a contact for all communications pertaining to the submittal package (include telephone number, email address, and mailing address). Submission of the letter will constitute a representation by your organization and confirmation to fully comply with all applicable San Francisco laws contained in this RFP.

3. Program Approach (up to [8] pages)

Describe the services and activities that your organization proposes to provide to the City and County of San Francisco, including, but not limited to the following:

- i. Overall scope of work tasks; and
- ii. Workforce development approach
- iii. Schedule and ability to complete the project within the City's required time frame
- iv. Assignment of work within your organization work team

4. Organization Qualifications (up to [8] pages)

Provide information on your organization background and qualifications which addresses the following:

- i. Name, address and telephone number of a contact person; and
- ii. Describe organizational structure and staffing patterns needed to provide the proposed services including program supervision and management.
- iii. Description of agency experience and staff skills related to working with the identified target population and program design. Attach job descriptions and resumes/qualifications of key program staff, specifying training specifically related to program elements detailed in the Scope of Work.
- iv. A description of not more than three (3) programs/projects similar in size and scope prepared by your organization including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. Descriptions should be limited to one page for each project.

5. Firm Qualifications (up to [8] pages)

Provide information identifying:

- i. Each key person on the project team, the project manager, the role each will play in the project, including years of experience and education qualifications.
- ii. A written assurance that the key individuals listed and identified above will be performing the work and will not be substituted with other

personnel or reassigned to another project without the City's prior approval.

- iii. Provide a description of the years of experience and education qualifications of the project team members, including brief resumes if necessary.

6. References (up to [3] pages)

- i. Provide references for the projects that comprise your minimum qualifications.
- ii. Proposer's references will be used to confirm and verify that proposer has met the minimum qualifications.
- iii. Provide references for **similar sidewalk cleaning and workforce development**. The references should include the name, address, telephone number and email address of at least **three (3)** but no more than **five (5)** recent clients (preferably other public agencies). By including these references, proposers are representing that the references are familiar with proposer's work and experience, and references will be truthful in any representations. The City may, at its discretion, contact some, all or none of the references provided.

7. Price Proposal

The City intends to award a Grant contract to an organization that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to the requirements pursuant to this RFP.

The overall price proposal must include all financial requirements of the grantee established by the City and County of San Francisco. It shall include staffing costs, operating costs, and capital costs (as appropriate). Sample price proposal document provided hereto as Appendix B.

Pricing should include:

- i. Direct and Indirect costs broken down by line item and percentages
- ii. Total fee for each of the disciplines/deliverables identified in the Scope of Work with a not-to-exceed figure

- iii. Hourly rates and job classifications for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary
- iv. Mandatory fringe benefits
- v. Identify and list non-personnel and variable costs as applicable to the scope of services. Provide unit cost including, but not limited to trash bags, cleaning supplies such as brooms, Personal Protective Equipment (PPE)
- vi. Any proposed capital or equipment costs

8. Appendices

- i. Proof of Nonprofit Status Verifying Tax-Exempt Status
- ii. Resumes of all key and lead members (if not already included)

9. Required Contract Forms

Please submit the following form, properly filled out with the Proposal as provided in Appendix C of this RFP:

- i. Chapter 12B Compliance Certification Form
- ii. Chapter 12X Compliance Certification Form
- iii. Certification of Proposer Regarding Debarment and Suspension Form
- iv. First Source Hiring Agreement for Professional Services
- v. Health Care Accountability Ordinance Declaration Form
- vi. Minimum Compensation Ordinance Declaration Form
- vii. Release and Waiver Agreement
- viii. Acknowledgement of Receipt of Addenda, as applicable

10. Submittal Packages

Proposers shall submit one (1) electronic file in searchable Adobe PDF and shall follow the naming convention as specified below:

- i. Proposal named, "A. 0000004729 Proposal – Organization Name"
- ii. Required Contract Forms (refer to Appendix C), named "0000004729 Contract Forms – [Organization Name]"

4. EVALUATION AND SELECTION CRITERIA

4.1 Minimum Qualifications

The Proposer must either individually, or collectively, demonstrate relevant expertise to successfully perform their roles and responsibilities in the scope of services described in the RFP.

Proposals should clearly demonstrate that the minimum qualifications are met. Insufficient or incomplete information may result in a Proposal being considered non-responsive and may not be eligible for award of the contract. If required information is complete, but the department determines that the proposer does not meet minimum qualifications, proposer may be deemed non-responsible.

Proposer must demonstrate, in its proposal, the following:

1. Proposer must be a nonprofit organization that has either applied for or already possesses recognition of tax-exempt status under section 501(c)(3) Code and/or equivalent. Provide copy of determination letter from IRS and provide Employer Identification Number.
2. A minimum of two (2) years of experience providing workforce development and to the target population as described in the RFP. Respondents must provide in their statement the exact programs/services through which they have served the target population, citing funder's names, funding amounts granted, and number of unduplicated clients served in the last three years.
3. A minimum of one (1) year experience sidewalk cleaning in a similarly sized project.
4. Respondent must be a certified vendor with the City and County of San Francisco, or the ability to become a certified vendor within ten (10) business days after notice of intent to award.
5. Demonstrate the willingness and ability to comply with the City contracting requirements.

Please note: Agencies submitting proposals that have previously been contracted by the City and County of San Francisco and/ or Federal agencies to provide goods and/or services must

II.

successfully demonstrate compliance with performance/monitoring requirements specified in previous grants/contracts (corrective actions) in order to be considered responsive to this RFP.

Documented failure to correct performance/monitoring deficiencies identified in past City and County grants/contracts may result in Agency disqualification to participate in this RFP.

4.2 Screening of Minimum Qualifications

Each proposal will be reviewed for initial determinations on whether Proposer meets minimum qualifications referenced in **Section 4.1** of this RFP. Proposals will not be scored during the screening of Minimum Qualifications. This screening is simply a pass or fail determination as to whether the proposer has met the minimum qualifications. A proposal that fails to meet the minimum qualifications will not be eligible for consideration in the evaluation process. The City reserves the right to request clarifications from proposers prior to rejecting a proposal for failure to meet the minimum qualifications. Clarifications are limited exchanges between the City and Proposer for the purpose of clarifying certain aspects of the proposal, and will not provide a proposer the opportunity to revise or modify its proposals. Only proposals that meet the minimum qualifications can proceed to the next evaluation phases.

4.3 Evaluation and Selection Criteria

The proposals will be evaluated by a selection committee comprised of parties with expertise in the service areas identified in this RFP. The City intends to evaluate the proposals generally in accordance with the criteria itemized below:

Evaluation Criteria	RFP Section	Points
Program Approach	3.3.3	45
Organizational Capacity	3.3.4	30
Fiscal Capacity	3.3.7	25
TOTAL POINTS		100

Total Possible Points: 100 (A-C)

A. Program Approach (45 points)

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1. Does the Proposer clearly describe the agency's specific program approach to deliver the service components proposed and how this program approach or service model will appropriately address the needs of the target populations in this RFP including Target Population, Scope of Work, and Service and Outcome Objectives? Does the respondent clearly describe the linkages that will link clients to services? (15 points)
 2. Does the Proposer outline Workforce Development experience and an approach to serve the target population appropriate for the services proposed? (15 points)
 3. Does the Proposer describe specific service and outcome objectives to be accomplished and how they will be measured? Does the respondent include an explanation of methods for data collection, documentation, and reporting on service and outcome objectives? (10 points)
 4. Does the proposed model include methods for clients to offer input regarding program design, service delivery and program operations? (5 points)
- B. Organizational Capacity (30 points)**
1. Does the Proposer demonstrate the management/supervisory infrastructure, and administrative/financial capacity to deliver the proposed services? (5 points)
 2. Based on job descriptions and qualifications, please evaluate the following: (15 points)
 - a. Do the proposed key staff members have the necessary skill, training, and experience to successfully provide the services to these clients and community?
 - b. Is the program sufficiently staffed? Does it demonstrate expertise of the organization necessary to complete the tasks, including quality of recently completed projects that meet the requirements and adhere to schedules.
 - c. Demonstrate appropriate experience, professional qualifications and education of staff assigned to the project, a realistic description of the tasks to be performed by each staff person, reasonable workload and work schedule, staff availability, and accessibility.
 - d. Proposer has staff training plans to ensure services are provided in an efficient manner.

3. Does the organization have experience and a history of successfully providing these services, and serving this population and community? (10 points)
 - a. Proposer has a well-established history of competently providing services and programming for the target populations identified in the proposal.
 - b. Proposer has experience in successfully providing the type of programming and/or services described in the RFP or experience and demonstrated ability to implement new programming and/or services.
 - c. Proposer has a plan for location and hours of programming and/or service.

C. Fiscal Capacity (25 points)

1. The price proposal reflects sound, adequate allocation of resources, matching the program components including staffing costs, operating costs and capital costs (as appropriate). Is the price proposal correct and easy to understand? (10 points)
2. Are the overall costs reasonable, and competitive with other proposals? Are specific costs reasonable, justified, and competitive? Does the cost allocation support the services as proposed? (10 points)
3. Proposer's ability to leverage other resources for this program, either from in-kind, and/or external resources. The proposal reflects the effective use of organizational resources/external resources, including leveraged funds, designated exclusively for this program. (5 points)

4.4 Oral Interview Process (Optional)

San Francisco Public Works, at its sole, absolute discretion, reserves the right to conduct oral interviews. If the Department does conduct oral interviews, it will short-list at a maximum the top 4 scoring Proposers.

- A. If the City conducts an oral interview, the Selection Panel will hold oral interviews with the short-listed Proposers.
- B. The Public Works Contract Manager will notify the short-listed Proposers, via email, regarding the schedule of the oral interview, the format of the interview, the scoring criteria to be used during the interview and, and other information related to the oral interview.

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- C. The interview evaluation process may include either a presentation followed by interview questions from the selection panel, or a presentation only. If questions are included, the same set of questions will be used for all short-listed Proposers. The questions may include and be related to the written proposal qualifications, team organization, and any questions which seek to clarify proposal components.
- D. The City, at its own discretion, may select a different panel for the interview phase, or use the same selection panel from the written proposal evaluation to interview the short-listed firms. The same set of interview questions will be used for all Proposers.
- E. The selection panel will proceed to evaluate each Proposer independently based on each of the Proposer’s presentation and responses to the selection panel’s questions, if applicable. Each question will be weighted according to its importance.
- F. The oral interview team is limited to no more than seven (7) participants, that may include subconsultants. Each member shall participate on only one interview team.
- G. Unless otherwise instructed, Proposers must bring their own presentation equipment or material, including extension cords.

4.5 Final Selection Process

- A. The final selection will be based on the combination of scores from the Written Proposal Evaluation and Oral Interview Evaluation (if conducted).
- B. The average of the scores from all panel members for each firm will be tabulated as follows:

Evaluation Phases	Maximum Points
Written Proposal (Average Score)	100 points
Oral Interview – Optional (Average Score)	100 points
Total	200 points

- C. In the event that the oral interview evaluation process is not conducted, then the final scores will be based only on the written proposal evaluation scores.
- D. The Public Works Contract Administration office will provide each Proposer with a notification of their result by email.

II.

5. GRANT CONTRACT AWARD

5.1 Contract Award

- a. The average of the scores from all panel members for each organization will be tabulated and Proposer with the highest total score will be identified as the highest-ranked Proposer eligible to proceed with the award of a Grant Agreement.
- b. Program Manager shall commence contract negotiations with the Selected Grantee. The selected proposal will be part of the final contract and will be used as a starting point for contract negotiations. The selection of any Proposal shall not imply acceptance by the City of all terms of the Proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, Public Works, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.
- c. The Selected Grantee must be willing and able to meet the requirements associated with receiving funds from the City and County of San Francisco. In order to receive a grant payment from the San Francisco Public Works, you must become a registered, compliant Supplier and meet the City and County of San Francisco's insurance and business tax requirements. For more information about supplier requirements, visit: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>

Please note: You will only be required to register as a City Supplier if you are awarded a grant. Insurance and business tax requirements will be explained and made available upon approval of grant awards.

6. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

6.1 Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP, including all Appendices and Addenda, if any. Proposers are to promptly notify the Department, in writing, if the Proposer discovers of any ambiguity, discrepancy, omission, or other error(s) in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than the 72 hours prior to the date that proposals are due. Modifications and clarifications will be made by written addenda as explained below.

6.2 Inquiries Regarding RFP and Written Questions

Inquiries regarding the RFP and all oral notifications of intent to request written modification or clarification of the RFP, must be directed to:

Rob Loftus
San Francisco Public Works
Contract Administration Division
ContractAdmin.Staff@sfdpw.org

Proposers are encouraged to submit written questions before the due date stated to the individual designated in Section 6.2. All questions will be addressed, and any available new information will be provided in writing via email to proposers.

6.3 Objections to RFP Terms

Should a Proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, in no event later than the deadline for submittal of questions specified in the RFP schedule, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

6.4 Addenda and Change Notices

The Department may modify the RFP, prior to the Proposal due date, by issuing an Addendum to the RFP, which will be posted on the Public Works website. The Proposer shall be responsible for ensuring that its Proposal reflects any and all RFP Addendum(a) issued by the Department, regardless of when the Proposal is submitted. Therefore, the

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City recommends that the Proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Bid Addendum(a). It is the responsibility of the Proposer to check for any Addendum, Questions and Answers, and updates, which will be posted on the Public Works Contracts and Bid Opportunities websites.

6.5 Term of Proposal

Submission of a Proposal signifies that the proposed services and prices are valid from the Proposal due date until the start of contract negotiations; and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

6.6 Revision of Proposal

A Proposer may revise a Proposal on the Proposer's own initiative at any time **before the deadline** for submission of Proposals. The Proposer must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before the Proposal due date.

In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal due date for any Proposer.

At any time during the proposal evaluation process, the Department may require a Proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

6.7 Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the Proposal will in no way modify the RFP or excuse the Vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

6.8 Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

6.9 Proposer's Obligations under the Campaign Reform Ordinance (CRO)

The City's contractor contribution rule prohibits a person who seeks to enter into a City

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contract worth \$100,000 or more in a fiscal year that must be approved by a City elective official from making political contributions to an individual holding a City elective office if the contract must be approved by such individual, the board on which that individual serves, or the state agency on whose board an appointee of that individual serves. This law also applies to a candidate for the office held by such individual and any committee controlled by such individual or candidate. The rule applies from the submission of a proposal for a contract until twelve months from the date the contract was approved, or the termination of negotiations for such contract.

Pursuant to San Francisco Campaign and Governmental Conduct Code section 1.126, City contractors and their affiliates are prohibited from making political contributions to elected officials who approve their contracts with the City. Specifically, any person who is seeking to enter into a contract with the City and County of San Francisco (or the San Francisco Unified School District, or the Community College District) that has an anticipated value of \$100,000 in a fiscal year and must be approved by an elected official (or the board on which that elective officer serves, or a state agency on whose board an appointee of a City elective officer serves).

If your organization submits a proposal to contract with the City, you may be required to issue a notice to your organization's affiliates notifying them of this rule. Specifically, any person who is seeking to enter into a contract with the City and County of San Francisco (or a state agency on whose board an appointee of a City elective officer serves, the San Francisco Unified School District or the Community College District) that has an anticipated value of \$100,000 in a fiscal year and must be approved by an elected official (or the board of a state agency on which an appointee of the officer sits) must inform each of the person's affiliates of the prohibition in section 1.126(b) by the submission of a proposal for such contract.

For additional information, visit: <https://sfethics.org/compliance/city-officers/citycontracts/organizations-bidding-on-city-contracts>

Main page: <https://sfethics.org/compliance/city-officers/city-contracts>

For further information, proposers should contact the San Francisco Ethics Commission at ethics.commission@sfgov.org or (415) 252-3100.

6.10 Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses

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to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this 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 benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

6.11 Public Access to Meetings and Records

If a Proposer is a nonprofit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a nonprofit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the Proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

6.12 Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

- i. Waive or correct any defect or informality in any response, proposal, or proposal procedure
- ii. Reject any or all Proposals
- iii. Reissue a Request for Proposals
- iv. Prior to submission deadline for Proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals

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- v. Procure any materials, equipment or services specified in this RFP by any other means
- vi. Determine that no project will be pursued

6.13 No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a Proposer to observe any provision of this RFP.

7. GRANT AGREEMENT REQUIREMENTS

7.1 Doing Business with the City and County of San Francisco

Before the City can award any grant agreement, the Selected Proposer, “Grantee”, must become eligible to do business with the City. The selected Grantee must first register into the City’s new Financials and Procurement System (PeopleSoft) as a “Sourcing Bidder” to the Supplier Portal Link provided below. Once registered as a bidder, the selected Proposer will need to be compliant with Chapter 12B Equal Benefits and must also register their business with the Treasurer & Tax Collector as specified in Section 6.2 of this RFP.

To become a Supplier, go to the Supplier Portal:

<https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>

If the Selected Grantee is currently an approved Supplier with a Supplier ID, there is no need to register and must not create another account.

To find out whether you are a Supplier in PeopleSoft, contact

sfcitypartnersupport@sfgov.org or call (415) 581-7100.

7.2 Business Registration

In accordance with San Francisco’s City Ordinance 345-88, all vendors, Suppliers or every person conducting business with the City are required to maintain a valid business tax registration number on an annual basis and/or throughout the term of the Contract.

Agreements will not be awarded to the selected Proposer unless business tax registration fees are paid in full by the time the Agreement is awarded. Proposers may contact the Treasurer and Tax Collector's office at <https://sftreasurer.org/registration> to confirm that business tax registrations fees have been paid in full. Each selected Proposer must provide a taxpayer ID. If not previously filed, an [IRS Form W-9](#) must be completed, scanned and submitted either by e-mail or mail to:

Office of the Treasurer & Tax
Collector City Hall, Room 140
1 Dr. Carlton B Goodlett Place
San Francisco, CA 94102-4685
TTX.Vendoraccounts@sfgov.org

7.3 Standard Agreement Provisions

The selected Grantee will be required to enter into an agreement substantially in the form of the Agreement for Grant Services, attached hereto as Appendix D. Submission of a proposal shall indicate Proposer's Agreement to all terms of the Agreement. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another organization and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits; the Minimum Compensation Ordinance; the Health Care Accountability Ordinance; the First Source Hiring Program; and applicable conflict of interest laws, as set forth in paragraphs below.

7.4 Nondiscrimination in Contracts and Benefits

The successful Proposer will be required to agree to comply fully with and be bound by the provisions of Chapters [12B](#) and [12C](#) of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at <http://sfgov.org/cmd/>.

7.5 Minimum Compensation Ordinance (MCO)

The successful Proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter [12P](#). Generally, this Ordinance requires grantees to provide employees covered by the Ordinance who do work funded under the agreement with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered

employees during the term of the contract. Additional information regarding the MCO is available on the web at the same webpage: www.sfgov.org/olse/mco.

7.6 Health Care Security Ordinance (HCSO)

The successful Proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Security Ordinance (HCSO), as set forth in S.F. Administrative Code Chapter 14. Grantees should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCSO is available on the web at <https://sfgov.org/olse/health-care-security-ordinance-hcso>.

7.7 First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment. Grantees should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

7.8 Conflicts of Interest

The successful Proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

7.9 Insurance Requirements

7.9.1 Types and Amounts of Coverage. Without limiting Grantee's liability, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages*:

*NOTE: Coverage amounts subject to change at the sole discretion of the City.

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage, and
- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

7.9.2 If professionals are used as part of the grant agreement, professional liability will be required.

- (a) Professional liability insurance for negligent acts, errors or omission with respect to professional or technical services, if any, required in the performance of this Agreement with limits not less than one million dollars (\$1,000,000) each claim.

7.9.3 Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- (a) Name as additional insured City and its officers, agents and employees.
- (b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

- 7.9.4 Additional Requirements for All Policies.** All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15 of the Grant Agreement, referenced in Appendix D.
- 7.9.5 Required Post-Expiration Coverage.** Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.
- 7.9.6 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs.** Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.
- 7.9.7 Evidence of Insurance.** Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance, and additional insured policy endorsements, in form and with insurers satisfactory to City, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon City's request. Before commencing any operations under this Agreement, Selected Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.
- 7.9.8 Effect of Approval.** Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

7.9.9 Workers' Compensation. Grantee hereby agrees to waive subrogation which any insurer of Grantee may acquire from Grantee by virtue of the payment of any loss. Grantee agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a Waiver of Subrogation in favor of the City for all work performed by the Contractor, its employees, and agents.

7.9.10 Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

7.10 Compliance with Other Laws. Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of the grant Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

7.11 DAAS Policy Manuals and Memoranda

<https://www.sfhsa.org/partner/policies-and-procedures>

8. PROTEST PROCEDURES

8.1 Protest of Non-Responsiveness Determination

Within five (5) working days of the City's issuance of a notice of non-responsiveness, any nonprofit that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice 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 protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

8.2 Protest of Non-Responsible Determination

Within five (5) working days of the City's issuance of a notice of a determination of non-responsibility, a vendor that would otherwise be the lowest responsive proposer may submit a written notice of protest. The vendor will be notified of any evidence reflecting upon their responsibility received from others or adduced as a result of independent investigation. The vendor will be afforded an opportunity to rebut such adverse evidence and will be permitted to present evidence that they are qualified to perform the contract. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsibility. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

8.3 Protest of Contract Award

Within ten (10) calendar days of the City's issuance of a notice of intent to award the contract, any nonprofit that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the tenth calendar day after the City's issuance of the notice of intent to 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 protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

8.4 Delivery of Protests

All protests must be received by the due date specified in the RFP schedule. If a protest is mailed, the protestor bears the risk All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered, via email to:

Rob Loftus
San Francisco Public Works, Contract Administration
ContractAdmin.Staff@sfdpw.org

APPENDIX A

SUBMITTAL CHECKLIST

Proposers may use the RFP Submittal Checklist below to ensure that their submittal package is complete.

Proposers shall submit one (1) electronic pdf copy of the packages specified in Section 3.4 and below to ContractAdmin.Staff@sfdpw.org

I. Proposal

- Qualification Statement Narrative with Workforce Development Program, titled “0000004729 Proposal – [Organization Name]”
- Proposal consistent with format and content specified in Section 3.3 of RFP
- Proposal demonstrates minimum qualifications are met, specified in Section 4.1
- Proof of nonprofit status verifying tax-exempt status
- List of 3 references with contact information

II. Price Proposal

- 1 Price Proposal titled, “0000004729 Price Proposal – [Organization Name]”
- List all appropriate staffing and operating costs associated with your proposed program cost in the sample template provided in Appendix B of RFP

III. Contract Forms

- Signed and completed required contract forms, titled, “0000004729 Contract Forms – [Organization Name]” as provided in Appendix C of RFP

APPENDIX B

SAMPLE PRICE PROPOSAL TEMPLATE (Issued as a Separate Document)

This Price Proposal is an example, Proposers may modify the Price Proposal to effectively outline how they meet the program requirements.

Proposers shall submit a completed copy, included as a part of the overall Proposal as outlined in Section 3, of the Price Proposal Schedule.

APPENDIX C

CONTRACT FORMS

(Issued as a separate document)

Submit the following forms embedded in the one (1) electronic PDF file submission, referenced in Section 3.3.10 of RFP.

- Chapter 12B Compliance Certification Form
- Chapter 12X Compliance Certification Form
- Certification of Proposer Regarding Debarment and Suspension Form
- First Source Hiring Agreement for Professional Services
- Health Care Accountability Ordinance Declaration Form
- Minimum Compensation Ordinance Declaration Form
- Release and Waiver Agreement
- Acknowledgement of Receipt of Addenda, as applicable

APPENDIX D

CITY STANDARD GRANT AGREEMENT

(Issued as a separate document)

APPENDIX E

SERVICE AREA

(Issued as a separate document)