

SAN FRANCISCO DEPARTMENT OF CHILDREN, YOUTH & THEIR FAMILIES



TECHNICAL ASSISTANCE & CAPACITY BUILDING REQUEST FOR PROPOSALS (VERSION 3.0)



RFP ISSUED
NOVEMBER 10, 2025

VERSION 2.0 ISSUED
DECEMBER 11, 2025

VERSION 3.0 ISSUED
JANUARY 26, 2026

PROPOSALS DUE
DECEMBER 14, 2025

AWARDS ANNOUNCED
FEBRUARY 9, 2026

SOURCING EVENT ID: 0000011209

CONTRACT ADMINISTRATOR

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This solicitation can be viewed on
the City's Supplier Portal at:

<https://sfcitypartner.sfgov.org/pages/index.aspx>

LAND ACKNOWLEDGEMENT

The San Francisco Department of Children, Youth and Their Families (DCYF) acknowledges that it carries out its work on the unceded ancestral homeland of the Ramaytush Ohlone, the original inhabitants and stewards of the San Francisco Peninsula. As the government agency that stewards of the Children & Youth Fund, we accept the responsibility that comes with resources derived from property taxes upon unceded and colonized land. We recognize the history and legacy of the Ramaytush Ohlone as integral to how we strive to make San Francisco a great place for life to thrive and children to grow up.



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ATTACHMENTS	TEMPLATES
<ul style="list-style-type: none">Attachment 1: P-600 Contract TemplateAttachment 2: CMD LBE FormsAttachment 3: HCAO and MCO Declaration FormsAttachment 4: First Source Hiring Form	<ul style="list-style-type: none">Verification of Experience Letter TemplateBudget Template

MANDATORY MINIMUM QUALIFICATION DOCUMENTATION

Proposers must submit documentation that clearly demonstrates that they meet the following Minimum Qualification (MQ). Proposers must submit this documentation to be eligible for consideration. See pages 11 and 14 for details.

MQ #	DESCRIPTION
MQ #1	MQ Certification for the Content Areas applied under, submitted through online RFP system.

REQUIRED SUPPORTING DOCUMENTATION

Proposers must submit the following Required Supporting Documentation (RSD). Failure to do so may result in the Proposal being deemed Non-Responsive. See pages 11 and 20 for details.

To Be Submitted With the Proposal

RSD #	DESCRIPTION
RSD #1	Evidence that Proposer is compliant or likely to become compliant within 30 calendar days of the Proposal Due Date, Sun December 14, 2025 at 5pm, with San Francisco Labor and Employment Code Articles 131 and 132.
RSD #2	Proposer's proposed changes to Attachment 1: P-600 Contract Template
RSD #3	Completed Proposal Attachments: <ul style="list-style-type: none"><input checked="" type="checkbox"/> Attachment 2, CMD LBE Forms submitted through online RFP system<input checked="" type="checkbox"/> Attachment 3, HCAO-MCO Declarations submitted through online RFP system<input checked="" type="checkbox"/> Attachment 4, First Source Hiring Form submitted through online RFP system
RSD #4	Compliance With Chapter 12L Provisions Questionnaire completed through online RFP system

To Be Submitted Upon Award

RSD #	DESCRIPTION
RSD #5	Proof of insurance in accordance with Article 5 of Attachment 1: P-600 Contract Template.

INTRODUCTION

The Department of Children, Youth and Their Families (DCYF) has administered San Francisco's powerful investments in children, youth, transitional age youth and young adults (TAY/A) and their families through the Children & Youth Fund since 1991. Our work brings together City agencies, schools and community-based organizations (CBOs) to help the City's youth and families lead lives full of opportunity and happiness. DCYF and our partners have a proud history of funding high quality, culturally relevant and empowering services with a deep commitment to advancing equity and healing trauma.

OUR VISION

DCYF envisions a strong San Francisco where all young people are supported by nurturing families and communities, physically and emotionally healthy, ready to learn and succeed in school and ready for college, work, and productive adulthood.

OUR FOUNDATION

Our work is supported by four Strategic Pillars that reflect our core beliefs about how we must operate to achieve the outcomes we seek for children, youth, TAY/A and their families.

- Strategic Funding: we seek to address inequities in access and opportunity, to promote practice- and research-informed programs and to seed innovation
- Quality Services: we support high quality programs and strong community-based organizations to promote positive outcomes.
- Engagement With San Francisco's Communities: we use young people and their families' voices to set funding priorities, and we are present in neighborhoods across San Francisco.
- Collaborative Partnerships: we work with city stakeholders to set funding priorities, practices, and policies.

DCYF operates according to a five-year funding cycle that includes three major planning phases that are grounded in equity. The cycle begins with the [Community Needs Assessment \(CNA\)](#). The CNA is a citywide community input process that deeply engages community members to understand their current strengths and challenges while ensuring that their voices are represented throughout the planning process.

[The Services Allocation Plan \(SAP\)](#) is the second phase of the planning cycle. The SAP articulates DCYF's strategic plan for addressing the needs and disparities highlighted in the CNA, describes the service areas and partnerships we intend to support and allocates resources to them. DCYF's approach for developing the SAP includes a strong focus on collaborative partnerships with City agencies and the San Francisco Unified School District (SFUSD) to increase the impact of the services we support.

The third and final phase of the planning cycle, DCYF's [Request for Proposals \(RFP\)](#) and subsequent awards of five-year direct service grants, is the competitive funding process used to select the CBOs who will implement the services outlined in the SAP. Our RFP is designed to set the structure for services that will respond to the findings in the CNA by establishing funding requirements and identifying target populations. The RFP process is also designed to ensure that CBOs capable of providing high-quality, culturally responsive services are prioritized. The RFP process culminates with the selection of a portfolio of grantees to implement services in the new funding cycle.

GENERAL RFP INFORMATION

This Request for Proposals (hereinafter “RFP” or “Solicitation”) is being issued by the San Francisco Department of Children, Youth & Their Families (hereinafter, “DCYF” or “City”). DCYF, on behalf of all City Departments, is seeking qualified suppliers (“Proposers”) to provide proposals (“Proposal”) for technical assistance, capacity building and professional development for DCYF grantees and staff and event production services.

The City has approximately 65 departments, ranging from small to very large. Some departments maintain facilities located outside of the geographic limits of the City. DCYF shall order services covered by the awarded contract(s) through the issuance of individual Purchase Orders and/or Task Orders which shall be released against the awarded contract(s) during the contract term.

When applicable and practical, Proposers are encouraged to engage contracting teams that reflect the diversity of the City and include participation of businesses and residents from the City’s most disadvantaged communities including, but not limited to the Bayview/Hunters Point, Chinatown, Mission, South of Market, Tenderloin, Visitacion Valley and Western Addition neighborhoods.

SELECTION OVERVIEW

The City shall award multiple contracts per Content Area, up to 25 contracts, to the Proposers that meet the Minimum Qualifications of this Solicitation and obtain the highest-ranking scores. In the event of a tie, DCYF reserves the right to issue additional selection criteria which will include additional written questions and/or an oral interview. Responsive Proposals will be evaluated by a panel (“Evaluation Panel”) consisting of one or more parties with expertise related to services being procured through this Solicitation. 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.

ANTICIPATED CONTRACT TERM

A contract awarded pursuant to this Solicitation shall be non-exclusive with an original term of 3 years from July 1, 2026-June 30, 2029. The City at its sole, absolute discretion, shall have the option to extend the term for 2 additional years for a total of 5 years.

ANTICIPATED CONTRACT NOT TO EXCEED AMOUNT

The not to exceed (“NTE”) amount for a contract awarded pursuant to this Solicitation cannot be anticipated at the time of this Solicitation but shall be based on the selected Proposal.

INDEFINITE QUANTITY, AS-NEEDED CONTRACT

Reserved

COOPERATIVE AGREEMENT

Any other City department, public entity or non-profit made up of multiple public entities, may use the results of this Solicitation to obtain some or all of the commodities or services to be provided by Proposer under the same terms and conditions of any contract awarded pursuant to this Solicitation.

RFP TIMELINE & IMPORTANT ELEMENTS

ESTIMATED TIMELINE (Dates may be subject to change)	
Request for Proposals Issued	Mon November 10, 2025
Request for Proposals Version 2.0 Issued	Thu December 11, 2025
Request for Proposals Version 3.0 Issued	Mon January 26, 2026
Question Period	Mon November 10 - Sun November 16, 2025
Questions Due	Sun November 16, 2025 at 5PM
Answers to Written Questions Posted on DCYF.org	Mon November 24, 2025 by 5pm
Proposal and Proposed Changes to City's Contract Terms Due	Sun December 14, 2025 at 5pm
Notice of Intent to Award	Mon February 9, 2026
Period for Protesting Notice of Intent to Award	Mon February 9 - Thu February 12, 2026
Protests of Notice of Intent to Award Due	Thu February 12, 2026 at 5pm

TECHNICAL ASSISTANCE & QUESTIONS

DCYF is committed to providing as much clarity as possible during this RFP process. All questions about the RFP **must be submitted in writing** to the email address below. **DCYF will not be holding a pre-proposal conference for this RFP.**

SUBMIT ALL RFP QUESTIONS TO:	DEADLINE FOR RFP QUESTION SUBMISSION:
RFP@dcyf.org	Sun November 16, 2025 at 5PM

To ensure that all proposers have access to both the submitted questions and their corresponding answers, DCYF will publish all received questions and answers by Mon November 24, 2025 by 5pm at www.dcyf.org.

CONTRACT TERMS AND NEGOTIATIONS

The successful Proposer will be required to enter into a contract substantially in the form attached hereto as Attachment 1: P-600 Contract Template. **If Proposer is unable to accept City's Contract Terms substantially in the form presented, Proposer shall include a revised copy of City's Contract Terms with its Proposal.** The revised copy of City's Contract Terms must clearly:

1. Mark those sections to which it objects;
2. Set forth Proposer's alternative terms with respect to each such section; and
3. Explain the basis for each proposed change.

If a satisfactory contract(s) cannot be negotiated in a reasonable time, the City, in its sole discretion, may terminate negotiations. Upon termination of negotiations, City may begin negotiation with the Proposer that meets the Minimum Qualifications of this Solicitation whose Proposal receives the next highest-ranking score.

SERVICES REQUESTED

This Solicitation is being issued by DCYF to request Proposals from qualified Proposers to provide technical assistance, capacity building and professional development for DCYF grantees and staff as well as event production services, in accordance with Attachment 1: P-600 Contract Template.

SERVICE AREAS

For this RFP the term **Service Area** is used to describe the two application pathways that determine how many **Content Areas** a proposer is applying for. *Content Areas* refer to the nine specific types of technical assistance or capacity-building services that DCYF seeks to fund through this RFP. (Note: this usage differs from DCYF's regular programmatic Service Areas.)

- SA1: Single Content Area: select if proposing services for 1 Content Area
- SA2: Multiple Content Areas: select if proposing services for more than 1 Content Area

CONTENT AREAS & ALLOCATIONS

The following table lists the content areas included in this RFP and their annual allocation.

CONTENT AREA	ANNUAL ALLOCATION FOR FY26/27, FY27/28 & FY28/29
CA1: Technical Assistance & Capacity Building Supports for Grantees	Up to \$500K
CA2: Youth Empowerment Initiative	Up to \$130K
CA3: Youth Board Capacity Building	Up to \$150k
CA4: Community Schools	Up to \$700k
CA5: Nonprofit Management & Consulting	Up to \$75k
CA6: Program Quality Assessment	Up to \$200k
CA7: Staff, Leadership & Organizational Development	Up to \$100k
CA8: Support for Families of Children with Disabilities	Up to 75k
CA9: Event Production	Up to \$300k

Below you will find information about the 9 Content Areas in this RFP.

CONTENT AREA 1: TECHNICAL ASSISTANCE & CAPACITY BUILDING SUPPORTS FOR GRANTEES (3 YEARS, UP TO \$500K/YEAR)

The Technical Assistance & Capacity Building Supports For Grantees Content Area supports efforts to improve the quality of DCYF's grant-funded programs. DCYF seeks providers with expertise in delivering technical assistance and capacity building services that address:

- General topics relevant to all grantees
- Specific topics tied to the service areas, strategies and initiatives grantees are funded to implement

DCYF is seeking providers who are able to offer coaching, workshops, cohort learning opportunities, and related training that addresses the following general topics for all DCYF grantees as well as topics that are specific to grantees funded under [DCYF's services areas, strategies and initiatives](#):

General Topics for All DCYF Grantees

POSITIVE YOUTH DEVELOPMENT (PYD)

PYD is a strengths-based framework that promotes the emotional, social, cognitive, and physical growth of youth, focusing on building positive qualities rather than preventing negative behaviors.

DCYF Service Areas, Strategies & Initiatives

EDUCATIONAL SUPPORTS

Programs that help struggling students get back on track academically, set and achieve educational goals, and prepare for post-secondary options and the workforce. Strategies and initiatives include:

- Academic Supports Strategy
- Alternative Education Strategy
- Literacy Supports Strategy
- Summer Transitions Initiative

EMOTIONAL WELL-BEING

Programs that address the impact of adverse childhood experiences on youth, families, and youth development practitioners, including supports in health and wellness, grief and loss and healing circles.

OUT-OF-SCHOOL TIME

Comprehensive after-school and summer programs that promote curiosity, build participants' social and emotional skills and reinforce and expand on what is being learned during the school day. Strategies include:

- Comprehensive Year-Round & Summer Learning Strategy

ENRICHMENT & SKILL BUILDING

Programs that provide opportunities for youth to learn skills, be active, build positive personal identities, develop leadership and encourage creativity. Strategies include:

- Arts & Creative Expression
- Identity Formation & Inclusion
- STEM & Environmental Sustainability
- Sports & Physical Activity

JUSTICE SERVICES

Programs that support justice system-involved youth and TAY/A (Transitional Age Youth/Young Adults). Strategies and initiatives include:

- Custody-Based Services
- Credible Messenger Life Coaches
- Justice Services Care Coordination
- San Francisco Community Assessment & Referral Center (CARC)
- Young Adult Court Case Management

YOUTH EMPOWERMENT

Programs that represent DCYF's commitment to fostering civic engagement and youth taking active and authentic leadership roles in our communities. Strategies include:

- Youth-led Philanthropy
- Youth Leadership & Organizing

YOUTH WORKFORCE DEVELOPMENT

Programs that provide career exposure and employment opportunities for youth and TAY/A. These programs offer job skills training, exposure to the private sector, career-oriented employment, work readiness training and work-based learning opportunities. Strategies and initiatives include:

- Youth Workforce Development (General)
- Youth Workforce Development (TAY/A)
- High School Partnerships
- Mayor's Youth Employment & Education Program (MYEEP)

CONTENT AREA 2: YOUTH EMPOWERMENT INITIATIVE (3 YEARS, UP TO \$130K/YEAR)

The Youth Empowerment Initiative Content Area supports DCYF's efforts to promote youth voice and civic engagement through workshops planned and driven by young people, summits and other events including, but not limited to, Youth Advocacy Day.

DCYF seeks providers with the expertise and experience to deliver the following services:

- Recruit, train, and coordinate a Youth Organizing Team
- Engage youth with DCYF's Data Visualization exhibit to inform programming
- Lead youth in planning and delivering workshops, summits, and events
- Train youth to facilitate activities in schools and community settings
- Partner with other youth leadership bodies (e.g., SF Youth Commission)
- Develop and implement a youth-led media campaign (poster contest, social media, documentary, etc.)
- Provide social, emotional, and basic needs support for youth participants

CONTENT AREA 3: YOUTH BOARD CAPACITY BUILDING (3 YEARS, UP TO \$150K/YEAR)

The Youth Board Capacity Building Content Area seeks to increase the ability for DCYF grantees to integrate young people into their governance structures as required by [SF BOS Resolution No.490-21](#).

DCYF seeks providers to deliver workshops and cohort learning opportunities that cover topics including, but not limited to:

- Legal requirements for youth governance
- Recruitment strategies
- Authentic youth leadership development
- Structures to support youth learning and leadership

CONTENT AREA 4: COMMUNITY SCHOOLS (3 YEARS, UP TO \$700K/YEAR)

The Community Schools Content Area supports collaboration among educators, community members, families, and students to strengthen learning and social emotional development at school sites. Providers under this Service Area will specifically support DCYF grantees funded under the Beacon Community Schools Strategy and SFUSD school sites as a part of the Implementation of the [Student Success Fund](#).

BEACON COMMUNITY SCHOOLS

The Beacon Community School strategy is designed to support the implementation of the SFUSD Comprehensive Community Schools Framework through the [Beacon Model](#).

DCYF seeks providers to deliver services that include, but are not limited to:

- Community school needs assessments
- "Community Schools 101" and similar workshops

- Coaching for school leaders and teams
- Curriculum Based Program Planning
- Workshops on integrating specific topics into programming, including, but limited to Career Awareness
- Expertise in the implementation of the 4 Community Schools Programmatic Components: Expanded Learning, Behavioral Health and Wellness, Transition Supports, Family Partnership, Leadership
- Facilitation of Professional Learning Communities (PLCs)
- School & Community Based Organization Partnership and Planning

STUDENT SUCCESS FUND

The Student Success Fund supports grade-level achievement in core subjects and the social emotional wellness of all SFUSD students. Funds are available for technical assistance providers who will help schools implement the community school model and prepare for long-term sustainability.

DCYF seeks providers to deliver services that include, but are not limited to:

- Coaching at SFSUD Sites
- School Partnership and Planning
- Facilitation of Professional Learning Communities & Workshops
- Fundraising
- Planning and facilitation of retreats and summits
- Strategic Planning

CONTENT AREA 5: NONPROFIT MANAGEMENT & CONSULTING (3 YEARS, UP TO \$75K/YEAR)

The Nonprofit Management & Consulting Content Area strengthens the administrative and fiscal capacity of both nonprofit service providers and City staff.

DCYF is seeking providers with the expertise and experience to provide workshop and coaching on the following topics:

- Financial management
- Fundraising and proposal writing
- Governance and fiscal sponsorship
- Technological infrastructure
- Nonprofit development
- Strategic planning and evaluation
- Talent lifecycle management
- Communications and marketing
- Volunteer management

CONTENT AREA 6: PROGRAM QUALITY ASSESSMENT (3 YEARS, UP TO \$200K/YEAR)

The Program Quality Assessment (PQA) Content Area supports the use of the Program Quality Assessment tool to improve program environments and outcomes for youth.

DCYF is seeking providers with expertise and experience to deliver the following services:

- Basics Training for grantees (in-person and virtual)
- Support for DCYF's internal PQA processes, including staff certification as External Assessors and Methods Trainers
- Data analysis of internal and external assessments

CONTENT AREA 7: STAFF, LEADERSHIP & ORGANIZATIONAL DEVELOPMENT (3 YEARS, UP TO \$100K/YEAR)

The Staff, Leadership & Organizational Development Content Area supports both DCYF and our grantees in fostering organizational cultures that are reflective, inclusive, and responsive to the communities they serve.

DCYF is seeking providers the expertise and experience to deliver the following services:

- Executive leadership training that emphasizes culturally grounded, community-responsive approaches to management and strategy
- Staff development through workshops, coaching, and cohort learning opportunities on topics including, but not limited to, Adverse Childhood Experiences (ACEs), healing-centered leadership, time management, feedback, coaching, and program planning
- Supporting organizations, including DCYF, in cultivating workplace environments that advance belonging, cultural humility, and equitable practices through strategic planning, facilitated learning, internal dialogues, and leadership coaching.

CONTENT AREA 8: SUPPORT FOR FAMILIES OF CHILDREN WITH DISABILITIES (3 YEARS, UP TO \$75K/YEAR)

The Support Families of Children with Disabilities Content Area supports families and practitioners working with children and youth with disabilities.

DCYF seeks providers with the expertise and experience deliver workshops and cohort learning opportunities including, but not limited to:

- Inclusion 101
- Universal Design for Learning
- ADA and Reasonable Accommodations
- Service connection and family supports
- Safety planning and emergency preparedness
- Addressing challenging behavior and self-regulation strategies

CONTENT AREA 9: EVENT PRODUCTION (3 YEARS, UP TO \$300K/YEAR)

The Event Production Content Area supports the production of DCYF's grantee-focused and community events.

DCYF is seeking providers with the expertise and experience to help produce and manage the following events:

- Grantee-focused events (including, but not limited to, Back to School Conference, Youth Advocacy Day, All Grantee Convenings)
- Community-focused events (including, but not limited to, Summer Resource Fair, youth job fairs, Family Appreciation Day)

REGULATORY AND COMPLIANCE REQUIREMENTS SPECIFIC TO THE SERVICES SOLICITED

Reserved

GREEN PURCHASING REQUIREMENTS

In preparation for any Proposal submitted in response to this Solicitation, Proposers are required to review the City [Mandatory Green Purchasing Requirements](#) to ensure all goods and services offered to City in response to this Solicitation comply with the City's Green Purchasing Requirements. In addition, Proposers are encouraged to refer to Attachment 1 P-600 Contract Template, for additional details related to the Green Purchasing Requirements applicable to any contract awarded pursuant to this Solicitation.

ALTERNATES AND SAMPLES

Reserved

FREIGHT ON BOARD AND SHIPPING COSTS

Reserved

LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM REQUIREMENTS

CMD COMPLIANCE OFFICER

The CMD Compliance Officer (CCO) for this Solicitation and any Contract awarded pursuant to this Solicitation is:

Michael Cagampan
Contract Monitoring Division
City and County of San Francisco
Tel: 415.554.0660
Email: michael.cagampan@sfgov.org
Website: www.sfgov.org/cmd

APPLICATION OF LBE RATING BONUSES

LBE Rating Bonuses shall be applicable to at each phase of the Solicitation evaluation and selection process, in accordance with the values shown below.

Commodities

Reserved

General and Professional Services

ESTIMATED CONTRACT VALUE	SMALL/MICRO LBES RATING BONUS	SBA LBES RATING BONUS
Greater than \$10,000 but less than or equal to \$400,000.	10%	0%
Greater than \$400,000 but less than or equal to \$10,000,000.	10%	5%*
Greater than \$10,000,000 but less than or equal to \$20,000,000.	0%	0%

* So long as it does not adversely affect a Small or Micro-LBE Proposer's participation or, for Professional Services, an JV Proposer's participation.

Professional Services by Joint Ventures

ESTIMATED CONTRACT VALUE	SMALL/MICRO LBE SUBCONTRACTING LEVEL	RATING BONUS
Greater than \$10,000 but less than or equal to \$10,000,000.	Equals or exceeds 35%, but less than 40%	5%
	Equals or exceeds 40%, but less than 100%	7.5%
	100%	10%

If applying for an LBE rating discount as a Joint Venture (JV), the Micro and /or Small-LBE must be an active partner in the JV and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the Proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the JV. The portion of the Micro and/or Small-LBE JV's work shall be set forth in detail separately from the work to be performed by the non-LBE JV. The Micro and/or Small-LBE JV's portion of the contract must be assigned a commercially useful function.

LBE SUBCONTRACTING PARTICIPATION REQUIREMENTS

There shall be no LBE Subcontracting Requirement for any Contract awarded pursuant to this Solicitation because the LBE Subcontracting Requirements were waived by the Contract Monitoring Division.

MINIMUM QUALIFICATIONS DOCUMENTATION REQUIRED WITH PROPOSAL (PASS/FAIL)

The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualification.

MQ #	DESCRIPTION
MQ #1	Minimum Qualification Certification for the Content Areas applied under, submitted through online RFP system. See page 14 for additional information about MQs.

REQUIRED SUPPORTING DOCUMENTATION

Proposers must provide each Required Supporting Documentation ("RSD") identified below prior to Award. Failure to do so may result in the Proposal being deemed Non-Responsive.

TO BE SUBMITTED WITH THE PROPOSAL

RSD #	DESCRIPTION
RSD #1	Evidence that Proposer is compliant or likely to become compliant within 30 calendar days of the Proposal Due Date with San Francisco Labor and Employment Code Articles 131 and 132.
RSD #2	Proposer's proposed changes to Attachment 1: P-600 Contract Template, submitted by proposal due date (Sun December 14, 2025 at 5pm) using online RFP system
RSD #3	Completed Proposal Attachments: <ul style="list-style-type: none"><input checked="" type="checkbox"/> Attachment 2, CMD LBE Forms submitted through online RFP system<input checked="" type="checkbox"/> Attachment 3, HCAO-MCO Declarations submitted through online RFP system<input checked="" type="checkbox"/> Attachment 4, First Source Hiring Form submitted through online RFP system
RSD #4	Non-Profit Entities: If Proposer is a non-profit organization and receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds: <ul style="list-style-type: none">• A statement, submitted through online RFP system, describing Proposer's efforts to comply with the Chapter 12L provisions regarding public access to Proposer's meetings and records, and• A summary and disposition, submitted through online RFP system, 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. If no such complaints were filed, the Proposer shall include a statement to that effect. <p>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.</p>

TO BE SUBMITTED UPON AWARD

RSD #	DESCRIPTION
RSD #5	Proof of insurance in accordance with Article 5 of Attachment 1: P-600 Contract Template.

FAILURE TO PROVIDE INSURANCE AND/OR BONDS

Unless otherwise stated, within ten business days of the receipt of a notice of award of a Contract, the Proposer to whom the contract is awarded shall deliver the specified bond documents and/or insurance certificates and policy endorsements to City. If the Proposer fails or refuses to furnish the required bond and/or insurance within ten days after receiving notice to award a Contract, City may, at its option, determine that the Proposer has abandoned its Proposal. Thereupon the tentative award of said contract to this Proposer shall be canceled and City shall notify the Proposer's surety and collect on the Proposer's bond (or the check accompanying its Proposal shall be deposited with the Treasurer of the City and County of San Francisco for collection). The

proceeds thereof shall be retained by City as partial liquidated damages for failure of such Proposer to properly file the bonds and insurance herein required. The foregoing in no way limits the damages which are recoverable by City whether or not defined elsewhere in the contract documents.

PROPOSAL EVALUATION CRITERIA

EVALUATION PHASE	MAXIMUM POINTS
Minimum Qualifications Documentation	Pass/Fail
Written Proposal	90 Points
Budget	10 Points
TOTAL	100 Points

WRITTEN PROPOSAL, BUDGET & REQUIRED SUPPORTING DOCUMENTATION

In addition to submitting documents supporting the Minimum Qualification (MQs) as required by this Solicitation, Proposers will submit a Written Proposal, Budget and Required Supporting Documentation through DCYF's online RFP system (for more information see below about the MQ and page 11 about Required Supporting Documentation). Proposers can access the Technical Assistance & Capacity Building RFP Application at <https://dcyf.jotform.com/250936589974074>.

The online application includes the following sections:

- Section 1: Proposer Questionnaire
- Section 2: Proposer References
- Section 3: Minimum Qualification Certification
- Section 4: Written Proposal Form
- Section 5: Budget Submission & Required Supporting Documentation Uploads
- Section 6: Certifications & Submission

SECTION 1: PROPOSER QUESTIONNAIRE:

Proposers will provide basic information about their organization, the proposal contact and whether they are using a fiscal sponsor. Proposers will also answer questions about their annual budget, City Supplier status, Federal Tax ID, SF Business Tax registration, Paymode-X status, ability to comply with the Limitation on Communications During Solicitation and whether they'll be claiming LBE status. Proposers will also select the Service Area they are applying under. If Single Content Area is selected proposers will choose 1 Content Area to apply under. If Multiple Content Areas is selected proposers will choose 2 or more Content Area to apply under.

SECTION 2: PROPOSER REFERENCES

Proposers, including current Contractors, will provide references will provide references from three (3) organizations that are approximately comparable in size and volume to the scope of the services described in the Proposer's proposal. Upon request, successful proposer(s) may also be required to submit a letter of reference from each reference listed within five (5) days of notification. Failure to do so may result in rejection of proposal.

SECTION 3: MINIMUM QUALIFICATION CERTIFICATION:

Proposers will provide certification that they meet the Minimum Qualifications detailed below by answering questions and/or uploading documentation. Many Content Areas will require proposers to submit a Verification of Experience Letter. The following table details the MQs for each Content Area as well as the responses and/or documentation that will be required to certify that the MQ has been met.

CONTENT AREA	MINIMUM QUALIFICATION(S)	CERTIFICATION METHOD
CA1: Technical Assistance & Capacity Building Supports for Grantees	<u>CA1-MQ1</u> : At least 5 years of experience providing technical assistance and capacity building for DCYF, other city departments, school districts and/or nonprofit agencies.	To demonstrate compliance with this MQ, proposers must either provide information about the relevant City contract(s) that meet this requirement or upload a Verification of Experience Letter if they have not previously delivered services aligned with this Content Area under a City contract.

CONTENT AREA	MINIMUM QUALIFICATION(S)	CERTIFICATION METHOD
CA2: Youth Empowerment Initiative	<u>CA2-MQ1</u> : At least 5 years of experience recruiting, training, coordinating and leading a youth cohort for DCYF, other San Francisco City Departments and/or nonprofit agencies.	To demonstrate compliance with this MQ, proposers must either provide information about the relevant City contract(s) that meet this requirement or upload a Verification of Experience Letter if they have not previously delivered services aligned with this Content Area under a City contract.
CA3: Youth Board Capacity Building	<u>CA3-MQ1</u> : At least 3-years of experience providing capacity building that supports the inclusion of young people into agency governance structures.	To demonstrate compliance with this MQ, proposers must either provide information about the relevant City contract(s) that meet this requirement or upload a Verification of Experience Letter if they have not previously delivered services aligned with this Content Area under a City contract.
CA4: Community Schools	<u>CA4-MQ1</u> : At least 5 years of experience providing Community Schools focused technical assistance and capacity building in collaboration with a city department, school district and/or nonprofit agency.	To demonstrate compliance with this MQ, proposers must either provide information about the relevant City contract(s) that meet this requirement or upload a Verification of Experience Letter if they have not previously delivered services aligned with this Content Area under a City contract.
CA5: Nonprofit Management & Consulting	<u>CA5-MQ1</u> : At least 5-years of experience providing technical assistance aimed at building the administrative and fiscal capacity of nonprofit leadership and staff.	Proposers will upload a Verification of Experience Letter for this Content Area
CA6: Program Quality Assessment	<u>CA6-MQ1</u> : Supported DCYF or other City departments in implementing the Program Quality Assessment for 3 years.	To demonstrate compliance with this MQ, proposers must either provide information about the relevant City contract(s) that meet this requirement or upload a Verification of Experience Letter if they have not previously delivered services aligned with this Content Area under a City contract.
	<u>CA6-MQ2</u> : Has obtained a Program Quality Assessment Providers Certification for External Assessors.	Proposers will upload a Program Quality Assessment Providers Certification for External Assessors
CA7: Staff, Leadership & Organizational Development	<u>CA7-MQ1</u> : At least 5 years of experience providing technical assistance and capacity building services focused on staff, leadership and/or organizational development to nonprofit organizations, DCYF or other City departments.	Proposers will upload a Verification of Experience Letter for this Content Area
CA8: Support for Families of Children with Disabilities	<u>CA8-MQ1</u> : At least 5 years of experience providing inclusion trainings and workshops to nonprofit organizations in San Francisco.	Proposers will upload a Verification of Experience Letter for this Content Area

CONTENT AREA	MINIMUM QUALIFICATION(S)	CERTIFICATION METHOD
CA9: Event Production	<u>CA9-MQ1</u> : At least 3 years of experience planning and implementing events for DCYF or other San Francisco City Departments	To demonstrate compliance with this MQ, proposers must either provide information about the relevant City contract(s) that meet this requirement or upload a Verification of Experience Letter if they have not previously delivered services aligned with this Content Area under a City contract.

SECTION 4: WRITTEN PROPOSAL FORM

Proposers will provide written answers to specific questions for the Content Area(s) they are applying under. The following tables detail the questions, their point value and word limit.

CA1: Technical Assistance & Capacity Building Supports for Grantees

QUESTION	POINT VALUE	WORD LIMIT
<u>CA1-Q1</u> : Provide a brief description of your organization and discuss what makes you uniquely capable of implementing services under the Technical Assistance & Capacity Building Services for DCYF Grantees Content Area.	20	400
<u>CA1-Q2</u> : Describe your experience providing coaching, workshops and peer learning cohorts to youth service providers.	25	600
<u>CA1-Q3</u> : Describe the coaching, workshops and peer learning cohorts your organization will provide under the Technical Assistance & Capacity Building Supports for Grantees Content Area. In your response provide detailed descriptions of your offerings including the topics, durations and approaches.	35	1200
<u>CA1-Q4</u> : Describe your ability to deliver the following services both virtually and in-person: workshops, cohort trainings, coaching, peer learning opportunities and conferences.	10	600
TOTAL POINTS:	90	

CA2: Youth Empowerment Initiative

QUESTION	POINT VALUE	WORD LIMIT
<u>CA2-Q1</u> : Provide a brief description of your organization and discuss what makes you uniquely capable of implementing services under the Youth Empowerment Initiative Content Area.	10	400
<u>CA2-Q2</u> : Describe your experience leading cohorts of young people, especially teens and transitional age youth/young adults, in the development of projects, campaigns, events and/or other activities. In your response describe your approach for engaging diverse young people from a range of backgrounds.	25	600
<u>CA2-Q3</u> : Describe the approach your organization would use to provide the services needed under the Youth Empowerment Initiative Content Area. In your response provide detailed descriptions of your offerings including the topics, durations and approaches.	35	1200
<u>CA2-Q4</u> : Describe how your organization will support the personal social, emotional and basic needs of the Youth Organizing Team.	20	600
TOTAL POINTS:	90	

CA3: Youth Board Capacity Building

QUESTION	POINT VALUE	WORD LIMIT
<u>CA3-Q1</u> : Provide a brief description of your organization and discuss what makes you uniquely capable of implementing services under the Youth Board Capacity Building Content Area.	20	400
<u>CA3-Q2</u> : Describe your experience providing workshops and peer learning opportunities that helps organizations increase the ability to integrate young people into their governance structures	30	600
<u>CA3-Q3</u> : Describe the workshops and cohort learning opportunities your organization will provide under the Youth Board Capacity Building Content Area. In your response provide detailed descriptions of your offerings including the topics, durations and approaches.	40	1200
TOTAL POINTS:	90	

CA4: Community Schools

QUESTION	POINT VALUE	WORD LIMIT
<u>CA4-Q1</u> : Provide a brief description of your organization and discuss what makes you uniquely capable of implementing services under the Community Schools Content Area.	20	400
<u>CA4-Q2</u> : Describe your experience conducting community schools needs assessments, delivering community schools 101 and other workshops, providing coaching for individuals and teams of school leaders and facilitating professional learning communities (PLCs).	25	600
<u>CA4-Q3</u> : Describe the school needs assessments, coaching, workshops and professional learning communities your organization will provide under the Community Schools Content Area. In your response provide detailed descriptions of your offerings including the topics, durations and approaches.	35	1200
<u>CA4-Q4</u> : Describe your ability to deliver the following services both virtually and in-person: workshops, cohort trainings, coaching, peer learning opportunities and conferences.	10	600
TOTAL POINTS:	90	

CA5: Nonprofit Management & Consulting

QUESTION	POINT VALUE	WORD LIMIT
<u>CA5-Q1</u> : Provide a brief description of your organization and discuss what makes you uniquely capable of implementing services under the Nonprofit Management & Consulting Content Area.	20	400
<u>CA5-Q2</u> : Describe your experience providing nonprofit management and consulting services including nonprofit financial management, fundraising and proposal writing, nonprofit governance, fiscal sponsorship assistance, nonprofit technological infrastructure, nonprofit development, strategic planning and/or evaluation, talent lifecycle management, communications and marketing and volunteer management.	30	600

QUESTION	POINT VALUE	WORD LIMIT
<u>CA5-Q3</u> : Describe the workshops and consulting services your organization will provide under the Nonprofit Management & Consulting Content Area. In your response provide detailed descriptions of your offerings including the topics, durations and approaches.	40	1200
TOTAL POINTS:	90	

CA6: Program Quality Assessment

QUESTION	POINT VALUE	WORD LIMIT
<u>CA6-Q1</u> : Provide a brief description of your organization and discuss what makes you uniquely capable of implementing services under the Program Quality Assessment Content Area.	15	400
<u>CA6-Q2</u> : Describe your experience supporting the implementation of the Program Quality Assessment to youth service providers.	20	600
<u>CA6-Q3</u> : Describe the Program Quality Assessment focused trainings your organization will provide under the Program Quality Assessment Content Area. In your response provide detailed descriptions of your offerings including the topics, durations and approaches.	35	1200
<u>CA6-Q4</u> : Describe your organization's approach to supporting DCYF Internal Focused Program Quality Assessment. In your response include how you will support the implementation of the PQA process across DCYF's grantee portfolio, certify DCYF staff as External Assessors and Methods Trainers and provide data analysis program assessment scores.	20	600
TOTAL POINTS:	90	

CA7: Staff, Leadership & Organizational Development

QUESTION	POINT VALUE	WORD LIMIT
<u>CA7-Q1</u> : Provide a brief description of your organization and discuss what makes you uniquely capable of implementing services under the Staff, Leadership & Organizational Development Content Area.	15	400
<u>CA7-Q2</u> : Describe your experience providing staff, leadership and/or organizational development focused trainings, coaching and cohort learning opportunities to nonprofit organizations and/or City departments, especially those that work with children, youth, TAY/A and families.	20	600
<u>CA7-Q3</u> : Describe the trainings, coaching and cohort learning opportunities your organization will provide under the Staff, Leadership & Organizational Development Content Area. In your response provide detailed descriptions of your offerings including the topics, durations and approaches and be sure to explain how these offerings differ for executive leaders compared to staff.	35	1200
<u>CA7-Q4</u> : Describe challenges you've encountered while providing technical assistance to government and nonprofit organizations and explain how you addressed them.	20	600
TOTAL POINTS:	90	

CA8: Support for Families of Children with Disabilities

QUESTION	POINT VALUE	WORD LIMIT
<u>CA8-Q1</u> : Provide a brief description of your organization and discuss what makes you uniquely capable of implementing services under the Support for Families of Children with Disabilities Content Area.	20	400
<u>CA8-Q2</u> : Describe your experience providing workshops and trainings that build the capacity of families and youth service providers to support children and youth with disabilities.	30	600
<u>CA8-Q3</u> : Describe the workshops, trainings, agency supports and connections to resources your organization will provide under the Support for Families of Children with Disabilities Content Area. In your response provide detailed descriptions of your offerings including the topics, durations and approaches.	40	1200
TOTAL POINTS:	90	

CA9: Event Production

QUESTION	POINT VALUE	WORD LIMIT
<u>CA9-Q1</u> : Provide a brief description of your organization and discuss what makes you uniquely capable of implementing services under the Event Production Content Area.	10	400
<u>CA9-Q2</u> : Describe your experience producing events for youth service providers and community members.	20	600
<u>CA9-Q3</u> : Describe the grantee focused and community events your organization has the expertise to provide under the Event Production Content Area.	30	1200
<u>CA9-Q4</u> : Describe your organization's approach for project management of an event, detailing your process from start to finish. In your response describe how you deal with last minute and day of event challenges, vendor cancellations and other expected and unforeseen issues.	20	600
<u>CA9-Q5</u> : Describe your organization's capacity to operate on a cost reimbursement basis for event expenses?	10	400
TOTAL POINTS:	90	

SECTION 5: BUDGET SUBMISSIONS & REQUIRED SUPPORTING DOCUMENTATION

UPLOADS:

Budget Submissions

Proposers will upload a budget for each Content Area they are applying for using the Budget Template provided by DCYF. Budget templates can be found under the Documents section at <https://www.sf.gov/dcyf-technical-assistance-and-capacity-building-request-for-proposals>. All proposers will submit a one year budget that aligns with the proposed activities. The following table provides details about budget submissions including the required timeframe, evaluation criteria and point value.

BUDGET TIMEFRAME	EVALUATION CRITERIA	POINT VALUE
1 Year	Proposal scorers will assess whether the budget is appropriate and reasonable for the proposed services.	10
TOTAL POINTS:		10

Required Supporting Documentation Uploads

Proposers will upload the following documents:

- Proposed changes to Attachment 1: P-600 Contract Template (if needed)
- Attachment 2: CMD LBE Forms
- Attachment 3: HCAO and MCO Declaration Forms
- Attachment 4: First Source Hiring Form

Compliance With Chapter 12L Provisions Questionnaire

Proposers will indicate whether their organization is a non-profit organization that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds. If the proposer selects yes they will be required to provide the following information:

- Statement of Compliance: submitted through online RFP system, describing Proposer's efforts to comply with the Chapter 12L provisions regarding public access to Proposer's meetings and records, and
- Summary & Disposition: submitted through online RFP system, 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. 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.

SECTION 6: CERTIFICATIONS & SUBMISSION

Proposers will certify their agreement with the following items and will then submit the proposal.

Proposer Release of Liability for References

The undersigned hereby fully and forever release, exonerate, discharge and covenant not to sue the City, its commissions and boards, officers and employees, and all individuals, entities and firms providing information, comments, or conclusions ("Reference Information") in response to inquiries that the City may make regarding the qualifications or experience of a proposer, proposed joint venture partner, proposed subconsultant or proposed key/lead team member in connection with the selection process for DCYF's Technical Assistance & Capacity Building RFP from and for any and all claims, causes of action, demands, damages, and any and all liabilities of any kind or description, in law, equity, or otherwise arising out of the provision of said Reference Information. This Release and Waiver is freely given and will be applicable whether or not the responses by said individuals, entities or firms are accurate or not, or made willfully or negligently.

Proposer Certification of Truth, Accuracy, and Completeness

I certify that based on information and belief formed after reasonable inquiry, the statements and information contained in this document are true, accurate, and complete. Additionally, by submitting this bid/proposal, I attest that I have reviewed and accepted all terms found in this solicitation, any and all addenda issued to this solicitation, and City's contract terms.

CITY'S SOCIAL AND ECONOMIC POLICY REQUIREMENTS

The San Francisco Municipal Code establishes a number of requirements for people seeking to do business with the City ("Social and Economic Policy Requirements"). These Social and Economic Policy Requirements can be found in Attachment 1: P-600 Contract Template, which Proposers are encouraged to carefully review. The Social and Economic Policy Requirements set forth below are not intended to be a complete list of all Social Policy Requirements applicable to this Solicitation and any contracts awarded from it.

NONDISCRIMINATION REQUIREMENTS

A Proposer selected pursuant to this Solicitation may not, during the term of the Contract, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in San Francisco Labor and Employment Code Articles 131 and 132. *Refer to Attachment 1: P-600 Contract Template for additional details related to the application of this Ordinance to a contract awarded pursuant to this Solicitation.*

PAYMENT OF PREVAILING WAGES

Reserved

HEALTH CARE ACCOUNTABILITY ORDINANCE (HCAO)

A Proposer selected pursuant to this Solicitation shall comply with Labor and Employment Code Article 121. For each Covered Employee, the awarded Contractor shall provide the appropriate health benefit set forth in Article 121.3. If the awarded Contractor chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission. Information about and the text of Article 121, as well as the Health Commission's minimum standards, is available on the web at <http://sfgov.org/olse/hcao>. An awarded Contractor is subject to the enforcement and penalty provisions in Article 121. Any Subcontract entered into by the awarded Contractor shall require any Subcontractor with 20 or more employees to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section. *Refer to Attachment 1: P-600 Contract Template for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.*

MINIMUM COMPENSATION ORDINANCE (MCO)

A Proposer selected pursuant to this Solicitation shall comply with Labor and Employment Code Article 111. For each Covered Employee, the awarded Contractor shall pay no less than the minimum compensation required by San Francisco Labor and Employment Code Article 111, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. An awarded Contractor is subject to the enforcement and penalty provisions in Article 111. Information about and the text of Article 111 is available on the web at <http://sfgov.org/olse/mco>. An awarded Contractor is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. *Refer to Attachment 1: P-600 Contract Template for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.*

FIRST SOURCE HIRING PROGRAM

A Proposer selected pursuant to this Solicitation shall comply with all of the applicable provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code. *Refer to Attachment 1: P-600 Contract Template for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.*

SWEATFREE PROCUREMENT

Reserved

NON-PROFIT ENTITIES

To receive a contract under this Solicitation, any nonprofit Proposer must be in good standing with the California Attorney General's Registry of Charitable Trusts by the time of contract execution and must remain in good standing during the term of the agreement. Upon request, Proposer must provide documentation to the City demonstrating its good standing with applicable legal requirements. If Proposer will use any nonprofit subcontractors to perform the agreement, Proposer will be responsible for ensuring they are also in compliance with all requirements of the Attorney General's Registry of Charitable Trusts at the time of Contract execution and for the duration of the agreement.

OTHER SOCIAL POLICY PROVISIONS

Attachment 1: P-600 Contract Template, identifies the City's applicable social policy provisions related to a contract awarded pursuant to this Solicitation. Proposers are encouraged to carefully review these terms and ensure they are able to comply with them.

TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

HOW TO REGISTER AS A CITY SUPPLIER

The following requirements pertain only to Bidders not currently registered with the City as a Supplier.

Step 1:

Register as a BIDDER at City's Supplier Portal: <https://sfcitypartner.sfgov.org/pages/index.aspx>

Step 2:

Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector's Office and submit the online 12B Declaration for Article 131 (Equal Benefits Program) compliance through the Supplier portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

- City Business Tax Registration Inquiries: For questions regarding business tax registration procedures and requirements, contact the Tax Collector's Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.
- Equal Benefits Program Inquiries: For questions concerning the San Francisco Labor and Employment Code Articles 131 and 132, go to: www.sfgov.org/cmd.

PROPOSAL QUESTIONS AND SUBMISSIONS

Proposer Questions and Requests for Clarification

Proposers shall address any questions regarding this Solicitation to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation. Proposers who fail to submit questions concerning this Solicitation and its requirements will waive all further rights to protest based on the specifications and conditions herein. **Questions must be submitted by email to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation no later than Sun November 16, 2025 at 5PM.** A written Addendum will be executed addressing each question and answer and posted publicly. It is the responsibility of the Proposer to check for any Addenda and other updates that will be posted on www.DCYF.org.

Proposal Format

Proposals must be created and submitted using the online form that can be accessed at this link: <https://dcyf.jotform.com/250936589974074>. Word limits and required fields in the form will ensure that proposal are submitted within the required guidelines.

Time and Place for Submission of Proposals

Prior to the Proposal submission deadline, Proposers must submit their complete Proposals using the online form link provided above. Late submissions will not be considered. Each original Proposal received will be screened to ensure that all content required by this Solicitation is included. Partial or complete omission of any required content may disqualify Proposals from further consideration. Late Proposal submissions will not be considered and failure to adhere to the above requirements may result in the complete rejection of your Proposal.

Proposers are encouraged to complete their Proposals as early as possible to address any technical issues that may arise during the submission process. In the event that a technical issue arises that prevents the submission of a proposal using the online form, proposers should contact the Contract Administrator provided on the cover page of this RFP.

RFP ADDENDA

The City may modify this Solicitation, prior to the Proposal Due Date, by issuing an Addendum to the Solicitation, which will be posted on the San Francisco Supplier Portal. Every Addendum will create a new version of the Sourcing Event and Proposers must monitor the event for new versions. **The Proposer shall be responsible for ensuring that its Proposal reflects any and all Addenda issued by the City prior to the Proposal Due Date regardless of when the Proposal is submitted.** Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposal Due Date, to determine if the Proposer has downloaded all Solicitation Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the subject Solicitation.

THE SUBMITTAL OF A RESPONSE TO THIS SOLICITATION SHALL EXPLICITLY STIPULATE ACCEPTANCE BY PROPOSERS OF THE TERMS FOUND IN THIS SOLICITATION, ANY AND ALL ADDENDA ISSUED TO THIS SOLICITATION, AND THE PROPOSED CONTRACT TERMS.

PUBLIC DISCLOSURE

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit.

If the City receives a Public Records Request ("Request") pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) of the Request and to provide the Proposer with a description of the material that the City deems responsive and the due date for disclosure ("Response Date"). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production ("Withholding Directive"), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

LIMITATION ON COMMUNICATIONS DURING SOLICITATION

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 whose name appears in this Solicitation. Any attempt to communicate with any party other than the Contract Administrator whose name appears in this Solicitation – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

PROPOSAL SELECTION SHALL NOT IMPLY ACCEPTANCE

The acceptance and/or selection of any Proposal(s) shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further approvals before the City may be legally bound thereby.

CYBERSECURITY RISK ASSESSMENT

As part of City's evaluation process, City may engage in Cybersecurity Risk Assessment (CRA). CRA may be performed for each entity manufacturing the product, performing technical functions related to the product's performance, and/or accessing City's networks and systems. Where a prime contractor or reseller plays an active role in each of these activities, CRA may also be required for the prime contractor or reseller.

To conduct a CRA, City may collect as part of this Solicitation process one of the following two reports:

- SOC-2 Type 2 Report: Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy; or
- City's Cyber Risk Assessment Questionnaire: Proposer's responses to a City's Cyber Risk Assessment Questionnaire.

The above reports may be requested at such time City has selected or is considering a potential Proposer. The reports will be evaluated by the soliciting Department and the City's Department of Technology to identify existing or potential cyber risks to City. Should such risks be identified, City may afford a potential Proposer an opportunity to cure such risk within a period of time deemed reasonable to City. Such remediation and continuing compliance shall be subject to City's on-going review and audit through industry-standard methodologies, including but not limited to: on-site visits, review of the entities' cybersecurity program, penetration testing, and/or code reviews.

SOLICITATION ERRORS AND OMISSIONS

Proposers are responsible for reviewing all portions of this Solicitation. Proposers are to promptly notify the City, in writing and to the Solicitation contact person if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the Solicitation. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Modifications and clarifications will be made by Addenda as provided below.

OBJECTIONS TO SOLICITATION TERMS

Should a Proposer object on any ground to any provision or legal requirement set forth in this Solicitation, the Proposer must, no later than the deadline for questions, provide written notice to the City 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.

PROTEST PROCEDURES

Protest of Non-Responsiveness Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest of Non-Responsiveness. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation 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.

Protest of Non-Responsible Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsibility, a Proposer may submit a written Notice of Protest 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 Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation 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.

Protest of Contract Award

Within three (3) business days of the City's issuance of a Notice of Intent to Award, a Proposer may submit a written Notice of Protest of 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 Solicitation 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.

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 email to RFP@dcyf.org appears on the cover page to this Solicitation 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.

PROPOSAL TERM

Submission of a Proposal signifies that the proposed products, services and prices are valid for 180 calendar days from the Proposal Due Date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the Proposal may remain valid beyond the 180-day period in the circumstance of extended negotiations.

REVISION TO 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, but no later than the Proposal Due Date and time. 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 City may require a Proposer to provide oral or written clarification of its Proposal. The City reserves the right to make an award without further clarifications of Proposals received.

PROPOSAL ERRORS AND OMISSIONS

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

FINANCIAL RESPONSIBILITY

The City accepts no financial responsibility for any costs incurred by a Proposer in responding to this Solicitation. Proposers acknowledge and agree that their submissions in response to this Solicitation will become the property of the City and may be used by the City in any way deemed appropriate.

PROPOSER'S OBLIGATIONS UNDER THE CAMPAIGN REFORM ORDINANCE

If a contract awarded pursuant to this Solicitation has (A) a value of \$100,000 or more in a fiscal year and (B) requires the approval of an elected City official, Proposers are hereby advised:

1. Submission of a Proposal in response to this Solicitation may subject the Proposers to restrictions under Campaign and Governmental Conduct Code Section 1.126, which prohibits City contractors, Proposers, and their affiliates from making political contributions to certain City elective officers and candidates; and
2. Before submitting a Proposal in response to this Solicitation, Proposers are required to notify their affiliates and subcontractors listed in the awarded contract or Proposal of the political contribution restrictions set forth in Campaign and Governmental Conduct Code section 1.126.

This restriction applies to the party seeking the contract, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the awarded contract or Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1) negotiations are terminated and no contract is awarded; or (2) twelve months have elapsed since the award of the contract.

A violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at (415) 252-3100 or go to <https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders>.

RESERVATIONS OF RIGHTS BY THE CITY

The issuance of this Solicitation does not constitute a guarantee by the City that a contract will be awarded or executed by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, Proposal, or Proposal procedure;
2. Reject any or all Proposals;
3. Reissue the Solicitation;
4. 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 Solicitation, or the requirements for contents or format of the Proposals;
5. Procure any materials, equipment or services specified in this Solicitation by any other means; or
6. Determine that the subject goods or services are no longer necessary.

NO WAIVER

No waiver by the City of any provision of this Solicitation shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this Solicitation.

OTHER

1. The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which the work is to be performed. Factors considered by the City shall include, but not be limited to:
 - a. Any condition set forth in this Solicitation;

- b. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
 - c. Delivery time(s).
- 2. City reserves the right to inspect an awarded Proposer's place of business prior to award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.
- 3. Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, 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 Proposer and may proceed against the original selectee for damages.
- 4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period of time requested.
- 5. Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.