

SAN FRANCISCO DEPARTMENT OF CHILDREN, YOUTH & THEIR FAMILIES



STUDENT SUCCESS FUND EVALUATION REQUEST FOR PROPOSAL



RFP ISSUED
APR 27, 2026

INTENT TO APPLY DUE
MAY 24, 2026 AT 5PM

PROPOSALS DUE
JUL 6, 2026 AT 5PM

AWARDS ANNOUNCED
AUG 24, 2026

SOURCING EVENT ID: 000011674

This solicitation can be viewed on
the City's Supplier Portal at:
<https://sfcitypartner.sfgov.org/pages/index.aspx>

CONTRACT ADMINISTRATOR

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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 the Children and 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.



TABLE OF CONTENTS

GENERAL INFORMATION..... 1

ABOUT THE STUDENT SUCCESS FUND EVALUATION RFP 3

TERMS AND CONDITIONS 4

RFP TIMELINE & IMPORTANT ELEMENTS..... 10

SERVICES REQUESTED..... 11

APPLYING TO THIS RFP..... 15

MINIMUM QUALIFICATIONS 17

WRITTEN PROPOSAL, BUDGET, DOCUMENT UPLOADS & INTERVIEWS..... 19

PROPOSAL EVALUATION CRITERIA..... 21

LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM REQUIREMENTS..... 22

SUPPORTING DOCUMENTATION REQUIRED PRIOR TO CONTRACT EXECUTION 23

CITY’S SOCIAL AND ECONOMIC POLICY REQUIREMENTS 24

APPENDIX A: VERIFICATION OF EXPERIENCE LETTER TEMPLATE 26

ATTACHMENTS	TEMPLATES
<ul style="list-style-type: none"> Attachment 1: P-600 (01-26) Contract Template 	<ul style="list-style-type: none"> Verification of Experience Letter Template Budget Template

GENERAL INFORMATION

ABOUT DCYF

Since 1991, 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. 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'S PLANNING CYCLE

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.

ABOUT THE STUDENT SUCCESS FUND

In 2022, San Francisco voters approved the creation of the Student Success Fund to bolster student well-being and academic achievement through implementation of the community schools model. The Fund was proposed as a solution to increasingly emergent challenges in the aftermath of the COVID-19 pandemic, including rising chronic absenteeism, learning loss, and negative impacts on social-emotional well-being. The legislation amended the City Charter to provide additional set aside money for the School District from existing City funds. Money is added each year through FY 2037–38 and amounts are adjusted annually depending on the City's economic forecast.

In collaboration with other Community Schools funding streams, Student Success Fund grants are awarded to school sites and the School District to support academic achievement and whole child development with fidelity to the Community Schools model. In addition to improving student outcomes, these resources offer sites the ability to strengthen collaboration and partnership within site teams, fund innovative programming, and establish strong shared decision-making processes, ensuring community voices are uplifted and incorporated into site decisions.

In its first operational year, the SSF supported 53 schools through Readiness and Implementation Grants, alongside additional investments in District Innovation, Technical Assistance, and Rapid Response funding. These combined efforts reached thousands of students, educators, and families, establishing a strong foundation for the Fund's five-year grant cycle and long-term goals.

Managed jointly by the San Francisco Unified School District (SFUSD) and the Department of Children, Youth & Their Families (DCYF), the Fund marks a milestone in collaboration between the two systems, both unifying to ensure schools meet the needs of students, families, and communities in the city.

Visit these links to learn more about the Student Success Fund:

- [Student Success Fund legislation](#)
- [Student Success Fund website](#)
- [SFUSD Community Schools website](#)
- [FY24-25 Annual Report](#)

ABOUT THE STUDENT SUCCESS FUND EVALUATION RFP

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 is seeking qualified suppliers (“Proposers”) to submit proposals (“Proposals”) to evaluate DCYF’s implementation of the Student Success Fund. The evaluation will examine DCYF’s grantmaking to school sites, provision of technical assistance and the systems-level partnership between DCYF and the San Francisco Unified School District (SFUSD).

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 up to 2 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 or oral questions. 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

A contract awarded pursuant to this Solicitation shall have a not to exceed (“NTE”) amount of \$1,800,000 for the total allowable maximum term. This amount is based on City’s estimated spend over the advertised contract term. Should City’s actual spend exceed its estimated spend, City

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.

TERMS AND CONDITIONS

HOW TO REGISTER AS A CITY SUPPLIER

The following requirements applies 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 RFP@dcyf.org no later than Sun May 10, 2026 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 at <https://www.sf.gov/dcyf-student-success-fund-evaluation-rfp>.

PROPOSAL FORMAT

Intent to Apply applications and Written Proposal & Budget forms must be created and submitted using DCYF's online RFP system. 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 www.DCYF.org. 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 cancellation 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 INTENT TO APPLY

Within three (3) business days of the City's issuance of verification emails responding to a proposer's Intent to Apply application, proposers may submit a written Notice of Protest of Intent to Apply. 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.

RFP TIMELINE & IMPORTANT ELEMENTS

ESTIMATED TIMELINE (DATES MAY BE SUBJECT TO CHANGE)	
RFP Issued	Mon April 27, 2026
Question Submission Period	Mon April 27, 2026–Sun May 10, 2026
Question Submission Period Deadline	Sun May 10, 2026 at 5PM
Answers to Questions Posted	Fri May 15, 2026 by 5PM
Intent to Apply Application Due	Sun May 24, 2026 at 5PM
Verification Emails Sent	Mon June 1, 2026
Intent to Apply Protest Period	Mon June 1, 2026–Thu June 4, 2026
Intent to Apply Protest Submission Deadline	Thu June 4, 2026 at 5PM
Intent to Apply Protest Decisions Announced	Mon June 15, 2026
Additional Verification Emails Sent (If Needed)	Mon June 15, 2026
RFP System Accepts Proposals	Mon June 15, 2026–Mon July 6, 2026
Written Proposal & Budget and Proposed Changes to City’s Contract Terms Due	Mon July 6, 2026 at 5PM
Proposer Interviews	Mon August 3, 2026–Fri August 14, 2026
Notice of Intent to Award	Mon August 24, 2026
Notice of Intent to Award Protest Period	Mon August 24, 2026–Thu August 27, 2026
Notice of Intent to Award Protests Due	Thu August 27, 2026 at 5PM

TECHNICAL ASSISTANCE & QUESTIONS

DCYF is committed to ensuring that this RFP process is clear. All questions about the RFP **must be submitted in writing to the email below.**

SUBMIT ALL RFP QUESTIONS TO:	DEADLINE FOR RFP QUESTION SUBMISSION:
RFP@dcyf.org	Sun May 10, 2026 at 5PM

DCYF will publish all submitted questions and answers at <https://www.sf.gov/dcyf-student-success-fund-evaluation-rfp> on Fri May 15, 2026 by 5PM.

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 (01-26) 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 proposals for evaluation of the Student Success Fund, including the administration of grants, provision of technical assistance and the systems-level partnership between SFUSD and DCYF in accordance with Attachment 1: P-600 (01-26) Contract Template.

ANNUAL ALLOCATIONS

The following table lists annual allocation and number of contracts for each year of the Student Success Fund Evaluation.

FISCAL YEAR	ANNUAL ALLOCATION	NUMBER OF CONTRACTS
FY26-27	Up to \$600K	Up to 2
FY27-28	Up to \$600K	Up to 2
FY28-29	Up to \$600K	Up to 2

EVALUATION RESEARCH QUESTIONS

IMPACT -QUANTITATIVE EVIDENCE OF IMPACT

Early Implementation (Years 1-2)

- How do funded strategies align with and strengthen SFUSD’s strategic priorities as outlined in the [District’s Vision, Values, Goals and Guardrails](#)?
- What changes in school climate, family engagement, and sense of belonging are associated with SSF-funded programming?
- What innovative programming has been activated through SSF funding?
- What has been the [depth of engagement](#) with School Site Councils around usage of Student Success Fund dollars across all grantees?
- For SSF-funded programs, measure the impact of each program at the school site level and across school sites. What are the common themes, successes, and challenges?

Established Implementation (Years 2+)

- To what extent are SSF-funded programs associated with improved student outcomes (e.g., academic achievement, attendance/chronic absence, behavior incidents, social-emotional well-being)?
- What is the relationship between the type of partnership (school day service contracts, after school service contracts, MOU’s) and the quality of collaboration between SFUSD sites and CBO partners? How is it associated with a strong alignment of SFUSD site and CBO goals, staff practices, and overall coordination of services for students and families?
- How do outcomes vary across student subgroups (e.g., grade bands, socioeconomic status, race/ethnicity, English Learners, students with disabilities, foster/homeless youth)?
- What new and enduring Community Schools cultural practices and adult behaviors around collaboration both within site teams and with the larger school community have been established or strengthened due to this funding?
- What site-level support infrastructure, including shared governance structures, continuous improvement, data systems, professional learning opportunities, and strategic partnerships, have been established or strengthened due to this funding?
- Where does each site fall within the Community Schools Forward Implementation Stages?
- What implementation fidelity and dosage patterns are associated with stronger outcomes?
- What other successes at school sites can be attributed to SSF funding?

SYSTEMS-LEVEL PARTNERSHIP (SFUSD–DCYF)

Early Implementation (Years 1-2)

- What are the governance structures, roles, communication channels, and decision-making processes currently in place as part of this partnership?
- How effectively do SFUSD and DCYF collaborate to plan, fund, implement, monitor, and adjust SSF investments?
- What governance structures, roles, communication channels, and decision-making processes are in place—and how well do they function at central office and school-site levels?
- Are there constraints (e.g., timing, procurement rules, eligible uses, reporting requirements) that affect access, utilization, or impact of funds?
- What barriers and facilitators exist to align policies, timelines, accountability, and data systems across agencies?
- How do schools and community-based partners perceive the SFUSD–DCYF partnership's responsiveness to school needs, equity goals, and data-informed decision-making?
- What opportunities exist to improve joint technical assistance, data sharing, and continuous improvement cycles?

Established Implementation (Years 2+)

- What systems and structures at the partnership level should be sustained and which should be abandoned to support the sustainability of the work?
- What else needs to be in place to achieve the goal of San Francisco becoming a Community Schools city, starting with the relationship between DCYF and SFUSD?
- What improvements to the funding model and guidance would maximize impact and equity?

TECHNICAL ASSISTANCE

Early Implementation (Years 1-2)

- What is the impact of coaching, site based consultations, PLCs, and Summits on Community School Coordinators, Principals, Beacon Directors, and other TA participants?
 - How is principals' comprehension of the Community Schools model strengthened and applied toward mobilizing effective campus relationships?
 - How are schools supported in articulating and aligning activities to community-rooted visions for success?
- What other interventions are needed?
- What's the variation in TA/CB engagement across campus staff roles?

Established Implementation (Years 2+)

- Which technical assistance interventions are the most impactful and why? Which technical assistance interventions are the least impactful and why?
- What impact has TA had on shared decision-making practices and infrastructure, including shared governance structures, continuous improvement, data systems, professional learning opportunities, and strategic partnerships, at sites and on internal team activities?
- What best practices at the site level can be replicated for non-SSF grant recipients seeking to implement the Community Schools model?
- What improvements to the TA model and supports would maximize impact and equity?

ADDITIONAL TOPICS

Early Implementation (Years 1-2)

- How has the current political and funding context affected site capacity in furthering student outcomes and Community Schools work?

- What data are SFUSD Central Office, individual sites, and DCYF collecting to be able to determine if sites are benefiting from Student Success Fund dollars? What data could they be collecting that they are not?

Established Implementation (Years 2+)

- What components or elements need to be securely in place now to situate and legitimize the work at years 5, 10, and 15?
- What are the contextual factors shaping policy and planning for SSF's future?
- How does SF implementation of Community Schools model compare to best practices applied in other jurisdictions?

EVALUATION ACTIVITIES

Project activities may include, but are not limited to:

- Development of a research and evaluation design that addresses the above questions and adjustment of the design based on input from SFUSD and DCYF leaders
- Engaging SFUSD and DCYF leadership in reviews of planning documents, policies and guidance regarding SSF implementation
- Review and evaluation of site-based documents, such as Needs Assessments, Community Schools Implementation Plans, and site-level SMARTE goals, in relation to changes in student academic achievement and social-emotional learning
- Review of TA/CB curricula aimed at strengthening sites' implementation of Community Schools Model
- Data collection from varied tiers of SF school communities to understand views of and engagement in SSF's focused efforts to implement the Community Schools Model
- Conducting in-person research interviews with school site staff, partners, families, and system leaders
- Conducting meaning-making sessions with school site staff and system leaders
- Review of and/or research into the Community Schools Forward framework
- Analyses and reporting to public oversight bodies
- Methods planning and design to appropriately capture and document SSF progress and impact on school experiences and performance

EVALUATION DELIVERABLES

Products of this evaluation may include, but are not limited to:

- SSF Evaluation framework, aligned and reflective of shared understanding and design of SSF model by SFUSD and DCYF
- Analyses and recommendations for inter-agency partnership, design and oversight of SSF
- Analyses and recommendations for strengthening sites' ability to meet SSF aligned goals
- Analyses and recommendations for improving and coordinating Technical Assistance offerings
- Annual evaluation reports and adaptations to meet needs and interests of SFUSD, City leaders in review and oversight, as well as transparency for San Francisco's broader public stakeholders
- Development of a San Francisco Community Schools Implementation Scale and map of where each SSF grant recipient falls on it
- Co-presentation of findings to multiple audiences across the District and City

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 (01-26) 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

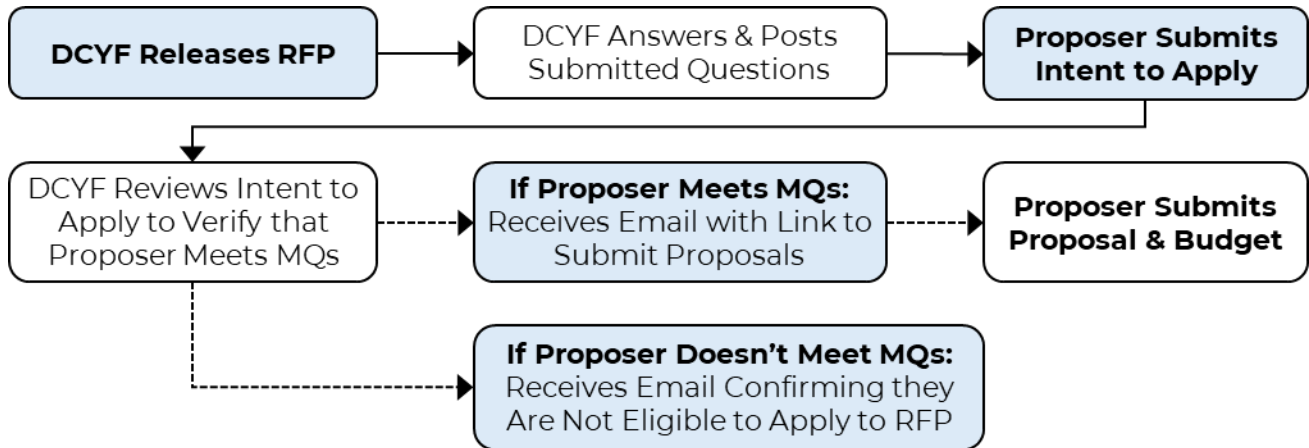
Reserved

ADDITIONAL PURCHASES

Reserved

APPLYING TO THIS RFP

The Student Success Fund RFP uses a two-step process that requires proposers to separately submit information confirming their **Intent to Apply** before receiving access to submit a **Written Proposal & Budget**. All information will be submitted using DCYF's online RFP system. The diagram below describes the process:



See page 8 for key deadlines associated with each step in the application process.

DCYF'S ONLINE RFP SYSTEM

Proposers will submit their Intent to Apply application and, if they meet all MQs, their Written Proposal and Budget through DCYF's online RFP system. This system will direct proposers through the Intent to Apply and Written Proposal and Budget process and will use word limits and required fields to ensure compliance with the guidelines specified in this RFP. Proposers will use the link below to access the Intent to Apply application. Proposers who meet MQs will receive an email that provide the link to the Written Proposal & Budget form.

Access the **Intent to Apply application**: <https://dcyf.jotform.com/260785342060959>.

INTENT TO APPLY

The Intent to Apply process is intended to ensure that DCYF can verify compliance with MQs before proposers are allowed to submit their proposals. Proposers who are not in compliance with MQs will not be eligible to apply to this RFP. See page 15 for the full MQ requirements and verification process.

The Intent to Apply process will require proposers to submit the following information through DCYF's online RFP system:

- **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 whether they are a nonprofit organization, Federal Tax ID, City Supplier status, their annual budget and whether they'll be claiming LBE status.
- **Minimum Qualifications Certification**: Proposers will provide certification that they meet the MQs by answering questions and/or uploading documentation. See page 15 for additional information about the specific MQs required for this RFP.
- **Certifications & Submission**: Proposers will certify their compliance with the Proposer Release of Liability for References and Certification of Truth, Accuracy and Completeness by entering their organization name, the name and title of an authorized representative and a signature.

WRITTEN PROPOSAL & BUDGET

Proposers who have been verified as meeting the MQs through the Intent to Apply process will receive access to submit their written proposal and budget in DCYF's online RFP system.

Proposers who have been verified as not meeting MQs will not be given access. The Written Proposal and Budget form will require proposers to complete the following items:

- Select Proposer Organization Name: proposers will select the name of their organization from the drop down list. Only organizations who have been verified as meeting MQs during the Intent to Apply process will be given access.
- Proposer Contact Information: name, phone number and email of the contact person for the proposal
- Written Proposal Form: proposers will provide written responses to the questions listed, remaining in required word limits. See page 17 for additional information about the specific questions for this RFP.
- Budget & Document Uploads: proposers will upload a budget file using the template provide, may choose to upload their Proposed Changes to Attachment 1: P-600 (01-26) Contract Template.
- Select Preferred Interview Times: all proposers who meet minimum qualifications and submit a proposal will also be required to participate in an interview. Proposers will select 2 preferred interview times from a list of available options. DCYF will take these preferences into account but will ultimately make all final decisions about interview scheduling.
- Certifications & Submission: Proposers will certify their compliance with the Certification of Truth, Accuracy and Completeness by entering their organization name, the name and title of an authorized representative and a signature.

Following the Written Proposal & Budget deadline, DCYF will score all submissions based on the rubrics provided. See page 17 for additional information about the Written Proposal & Budget.

MINIMUM QUALIFICATIONS

As a part of the Intent to Apply process proposers are required to submit documentation that clearly certifies their compliance with the Minimum Qualifications for this RFP. Documentation will be submitted with the proposer's Intent to Apply Application using DCYF's online RFP system.

Each Intent to Apply application will be reviewed to determine if the proposer meets the MQs listed below. **This screening is a pass or fail determination.** Applications that meet MQs will be given access to the Written Proposal & Budget form in DCYF's online RFP system. Applications that do not meet MQs will not receive access to the Written Proposal & Budget Form and therefore will not be able to submit a proposal. The City reserves the right to request clarifications from Proposers prior to rejecting an Intent to Apply application for failure to meet MQs.

Proposers who do not meet MQs will have the right to submit a written Notice of Protest of Intent to Apply within three (3) business days as specified on page 4. A panel selected by DCYF will review all eligible protests and the panel's determination will be final. If a protest is deemed to be successful DCYF will provide access to the online RFP system by Mon June 15, 2026.

MINIMUM QUALIFICATIONS FOR ALL PROPOSERS

MQ#1: PAST EXPERIENCE

Proposers must have at least 3 years of experience working to design and implement district-wide school improvement initiative for a large urban school district.

Certification Method

Proposers will certify compliance with this MQ in the online RFP system by either:

- Providing information about the relevant contract(s) with the City and County of San Francisco or San Francisco Unified School District that meet this requirement **and/or**
- Uploading a Verification of Experience Letter using the template included in Appendix A of this RFP if they have not previously delivered services aligned with this RFP under a City or SFUSD contract. The Verification of Experience Letter template can also be accessed at https://media.api.sf.gov/documents/SSF_Evaluation_RFP_Verification_of_Experience_Letter_Template_qXIYeQx.docx.

Important Information About This MQ

- Proposers may submit multiple contracts and/or Verification of Experience letters to meet the number of years required
- DCYF will only accept contracts with either the City and County of San Francisco or SFUSD.
- Verification of Experience Letters must be prepared on the verifier's organizational letterhead and include the verifier's original signature.
- Proposers may not submit Verification of Experience letters on their own behalf.
- The completed Verification of Experience letter must be returned to the applicant and uploaded with the proposal.

MINIMUM QUALIFICATIONS FOR NONPROFIT ORGANIZATIONS ONLY

MQ#2: CALIFORNIA OFFICE OF THE ATTORNEY GENERAL COMPLIANCE

Proposers must be currently, and remain throughout the term of the contract, in compliance with the California Office of the Attorney General's registration and reporting requirements, as reflected in the Registry of Charitable Trusts at <https://oag.ca.gov/charities>.

Certification Method

Proposers will certify compliance by entering the legal name under which their organization is registered and their State Charity Registration Number in the online RFP system.

Important Information About This MQ

- This MQ only applies to nonprofit organizations
- Proposers must provide the name under which their organization is registered with California Office of the Attorney General in the online RFP system.

WRITTEN PROPOSAL, BUDGET, DOCUMENT UPLOADS & INTERVIEWS

Proposers that meet the MQs for this RFP will submit responses to Written Proposal Questions, upload a Budget using the template provided, choose to upload proposed changes to Attachment 1: P-600 (01-26) Contract Template and select preferred interview timeslots through DCYF's online RFP system.

WRITTEN PROPOSAL QUESTIONS

Proposers will provide written answers to the specific questions listed below. The following table details the questions, their point values and word limits.

QUESTION	POINT VALUE	WORD LIMIT
P-Q1: Describe your experience evaluating programs that support improvements in educational achievement and academic supports involving the school district working in partnership with city agencies in urban settings. Specifically, share past experiences where the development and application of community schools principles formed the foundation for efforts to improve district-wide academic achievement for students.	15	1000
P-Q2: Describe your approach to interfacing with school sites, partners, and agencies. Tell us about past challenges and solutions you have encountered in working with LEA or major school district relationship navigation and development across tiers of institutional staff, as well as with community stakeholders.	20	1200
P-Q3: Describe the approach your firm would use to evaluate implementation and impacts of SFUSD and DCYF's joint Student Success Fund, addressing research questions posed above. Please note anticipated data sources to leverage, and approaches to articulating the impacts of services delivered with no experimental design.	25	1800
P-Q4: Describe your proposed project team for the Student Success Fund Evaluation, including each team member's role, responsibilities, and relevant experience or subject matter expertise for the project.	10	1000
TOTAL POINTS:	70	

BUDGET UPLOADS

Proposers will upload a budget using the Budget Template provided by DCYF. The budget templates can be found in the online RFP system as well as at https://media.api.sf.gov/documents/SSF_Evaluation_RFP_Budget_Template_y19BkGi.xlsx. All proposers will submit one SSF Evaluation RFP Budget Template file. The file must include budgets for all three years, with each year completed in its own tab. The following table provides details about budget submissions including the required timeframe, evaluation criteria and point value.

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

DOCUMENT UPLOADS

Proposers may choose to upload their Proposed Changes to Attachment 1: P-600 (01-26) Contract Template.

PROPOSER INTERVIEWS

All proposers that meet MQs will participate in an online interview. Proposers will select 2 potential interview timeslots. DCYF will then make final scheduling decisions. The following table details the interview questions and their point values.

QUESTION	POINT VALUE
I-Q1: What experience, skills or knowledge does your firm have that best qualifies you to support SFUSD and DCYF with the Student Success Fund Evaluation? Please specifically address your experience with evaluation of Community Schools work and familiarity with various Community Schools frameworks.	5
I-Q2: Describe your approach for developing relationships with school site staff, partners, system leaders, and families.	5
I-Q3: Discuss your organization's ability to nimbly shift from detailed research components to big-picture analysis, messaging, and engagement across different stakeholders.	5
I-Q4: What challenges do you anticipate for this project and how will you address them?	5
TOTAL POINTS	20

SELECTING INTERVIEW TIMESLOTS

Proposers will select 2 preferred timeslots from the following list.

- Morning of Monday, August 3
- Afternoon of Monday, August 3
- Morning of Tuesday, August 4
- Afternoon of Tuesday, August 4
- Morning of Wednesday, August 5
- Afternoon of Wednesday, August 5
- Morning of Thursday, August 6
- Afternoon of Thursday, August 6
- Morning of Friday, August 7
- Afternoon of Friday, August 7
- Morning of Monday, August 10
- Afternoon of Monday, August 10
- Afternoon of Tuesday, August 11
- Morning of Thursday, August 13
- Afternoon of Thursday, August 13
- Morning of Friday, August 14

PROPOSAL EVALUATION CRITERIA

EVALUATION PHASE	MAXIMUM POINTS
Minimum Qualifications	Pass/Fail
Written Proposal	70 Points
Budget	10 Points
Oral Interview	20 Points
TOTAL	100 Points

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 \$20,000 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.	2%	2%

* 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 \$20,000 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

SUPPORTING DOCUMENTATION REQUIRED PRIOR TO CONTRACT EXECUTION

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	Proposer’s proposed changes to Attachment 1: P-600 (01-26) Contract Template, submitted by proposal due date (Mon July 6, 2026 at 5PM) using online RFP system

TO BE SUBMITTED UPON AWARD

RSD #	DESCRIPTION
RSD #2	<input checked="" type="checkbox"/> 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 #3	<input checked="" type="checkbox"/> CMD LBE Forms <input checked="" type="checkbox"/> HCAO-MCO Declarations <input checked="" type="checkbox"/> First Source Hiring Form
RSD #4	Proof of insurance in accordance with Article 5 of Attachment 1: P-600 (01-26) 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.

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 \(01-26\) 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 \(01-26\) 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 \(01-26\) 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. [Attachment 1: P-600 \(01-26\) 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 \(01-26\) 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 \(01-26\) 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.

APPENDIX A: VERIFICATION OF EXPERIENCE LETTER TEMPLATE

INSTRUCTIONS:

Proposers to DCYF's Student Success Fund Evaluation Request for Proposals (RFP) are required to submit information confirming their Intent to Apply before receiving access to submit a Written Proposal & Budget.

As a part of the Intent to Apply process proposers must verify that they meet the following minimum qualification (MQ).

- Proposers must have at least 3 years of experience working to design and implement district-wide school improvement initiative for a large urban school district.

Proposers may verify that they meet this MQ using the following methods:

- Provide information in the online RFP system about relevant contract(s) with the City and County of San Francisco or the San Francisco Unified School District (SFUSD) that meet the MQ; **and/or**
- Upload a Verification of Experience Letter using this template if they have not previously delivered services aligned with this RFP under a contract with the City and County of San Francisco or SFUSD. This template can also be accessed at https://media.api.sf.gov/documents/SSF_Evaluation_RFP_Verification_of_Experience_Letter_Template.docx.

The Verification of Experience Letter must be completed by an organization or partner that can confirm the proposer's relevant experience.

Please note that DCYF **will not provide Verification of Experience letters for proposers.**

Proposers seeking to use work completed for DCYF to meet this MQ may instead list relevant City and County of San Francisco contracts in the online RFP system.

REQUIREMENTS FOR VERIFICATION OF EXPERIENCE LETTERS

- Letters must be prepared on the verifier's organizational letterhead.
- The verifier must be authorized to represent the organization and have direct knowledge of the proposer's work completed for the organization.
- All highlighted text must be completed and replaced with the verifier's responses.
- Letters must include the verifier's original signature.
- Proposers may not submit Verification of Experience letters on their own behalf.
- Proposers may submit multiple letters to demonstrate the required years of experience.
- Completed letters must be returned to the proposer and uploaded with the proposal.
- Delete this instruction page before submitting the final letter.
- **All letter(s) must be uploaded in the online RFP system by the Intent to Apply deadline: Sun May 24, 2026 at 5PM.**

[TO BE COMPLETED ON THE VERIFIER'S OFFICIAL LETTERHEAD]

April 25, 2026

San Francisco Dept. of Children, Youth & Their Families (DCYF)

1455 Market Street, Suite 17B

San Francisco, CA 94103

Re: Verification of Experience for **[Proposer Organization Name]**

To Whom It May Concern:

I am writing to verify that **[Proposer Organization Name]** has provided the following services, in alignment with **DCYF's Student Success Fund Evaluation RFP**.

- Service Provided: **[Name of services provided]**
- Dates of Service: **[Start Date to End Date]**
- Scope of Work: **[Brief description of the scope and deliverables of services provided]**
- Basis for Knowledge: **[Brief description of your organization's relationship to the proposer and the basis for your organization's knowledge of the proposer's history of providing these services.]**

Based on our engagement, I confirm that **[Proposer Organization Name]** has experience delivering services similar in scope to those described in the Student Success Fund Evaluation RFP Request for Proposals.

If you have any questions regarding this verification, please contact me at:

- Name: **[Verifier's Full Name]**
- Title: **[Verifier's Title]**
- Organization: **[Verifier's Organization Name]**
- Email Address: **[Verifier's Email Address]**
- Phone Number: **[Verifier's Phone Number]**

Sincerely,

[Signature]

[Typed Name]

[Title]