SAN FRANCISCO
HUMAN RIGHTS
COMMISSION

2025
REQUEST FOR
PROPOSALS #100

READER TRAINING

SAN FRANCISCO HUMAN RIGHTS COMMISSION

Rooted in community, the Human Rights Commission works in service of the City's anti-discrimination laws by protecting civil rights, upholding dignity, and advancing equitable outcomes in San Francisco.

Confidentiality & Conflict of Interest Agreement

Readers must score all proposals in the Service Area(s) assigned.

- This only needs to be **completed once**

- This agreement applies for **ALL the proposals** assigned to you*

- This agreement must be **completed before** you are permitted to begin scoring proposals

If there are one or more organizations in your assigned Service Area(s) with which you have a conflict, please notify HRC immediately so you can be re-assigned to another Service Area(s).

https://forms.fillout.com/t/tQstGtFBvSus

LAND ACKNOWLEDGMENT

The Human Rights Commission acknowledge that San Francisco is on the unceded ancestral homeland of the Ramaytush Ohlone, affirming their sovereignty and stewardship of the land, and recognizing that they benefit from residing and working on this traditional territory.
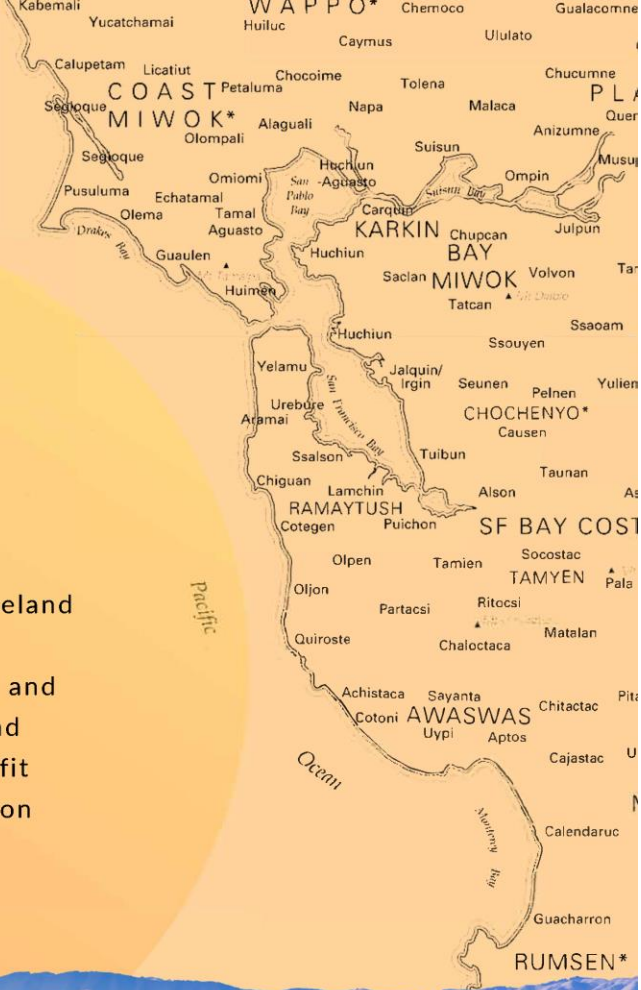
View towards Tri-Valley and Mt Diablo at sunset from Mission Peak, east San Francisco bay area, California

Agenda

5minutes	25 minutes	Remaining Time
- Welcome	- Scoring Process	- Q&A
- Context	- Scoring Materials	- Support while reading
- Framing	- Scoring Dos & Don'ts	

RFP Program Areas

Dream Keeper Initiative (DKI)

Bold & Visible

Opportunities For All (OFA)

RFP Program Areas

Dream Keeper Initiative (DKI)

Bold & Visible

Opportunities For All (OFA)

The Dream Keeper Initiative (DKI) is committed to addressing **historic social disparities and systemic barriers that have disproportionately affected San Francisco's Black communities.** DKI's guiding principle is to ensure that the city's communities – who continue to face systemic exclusion and disinvestment in San Francisco – benefit equitably from resources and opportunities. While all funded programs must serve eligible participants regardless of race, ethnicity, national origin, gender, sexual orientation, or other protected characteristics – **grantees must ensure that outreach efforts include outreach to San Francisco's diverse communities, including the Black community.** To achieve this, Applicants must detail in their proposals how their outreach, recruitment, retention, and cultural responsiveness strategies will effectively serve diverse residents, including Black residents, and support the Focus Areas.

RFP Program Areas

Dream Keeper Initiative (DKI)

Bold & Visible

Opportunities For All (OFA)

The Bold & Visible, Safety & Inclusion Grants are dedicated to addressing systemic disparities and barriers impacting historically marginalized communities in San Francisco. This initiative **prioritizes populations who face heightened challenges and inequities, specifically LGBTQI+ communities, survivors of violence, justice-involved individuals, gender-expansive populations, and immigrant communities.** All eligible applicants meeting the Minimum Qualifications of this RFP are encouraged to apply. Proposals must demonstrate clear commitment and tailored strategies to serve these priority groups through **culturally competent, trauma-informed, and inclusive services.**

RFP Program Areas
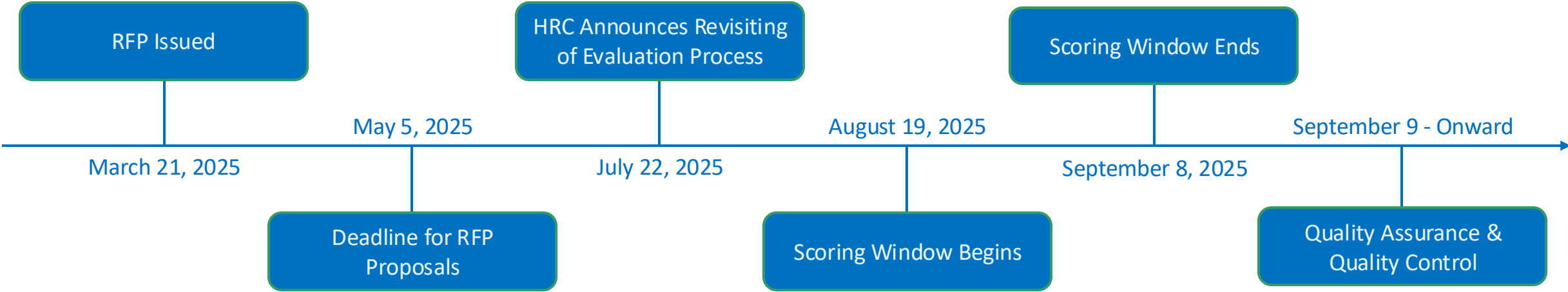
Dream Keeper Initiative (DKI)

Bold & Visible

Opportunities For All (OFA)

Opportunities For All (OFA) is committed to **advancing economic inclusion, educational equity, and workforce development for historically underserved populations in San Francisco, particularly students, college-aged individuals, and Transitional Aged Youth (TAY)**. All eligible applicants who meet the Minimum Qualifications of this RFP are encouraged to apply. OFA encourages proposals demonstrating targeted strategies and services tailored specifically for these groups. Applicants must clearly outline their approaches to providing **equitable financial access, educational enrichment, mentorship, and career exploration, ensuring robust pathways from education to workforce entry and economic mobility.**
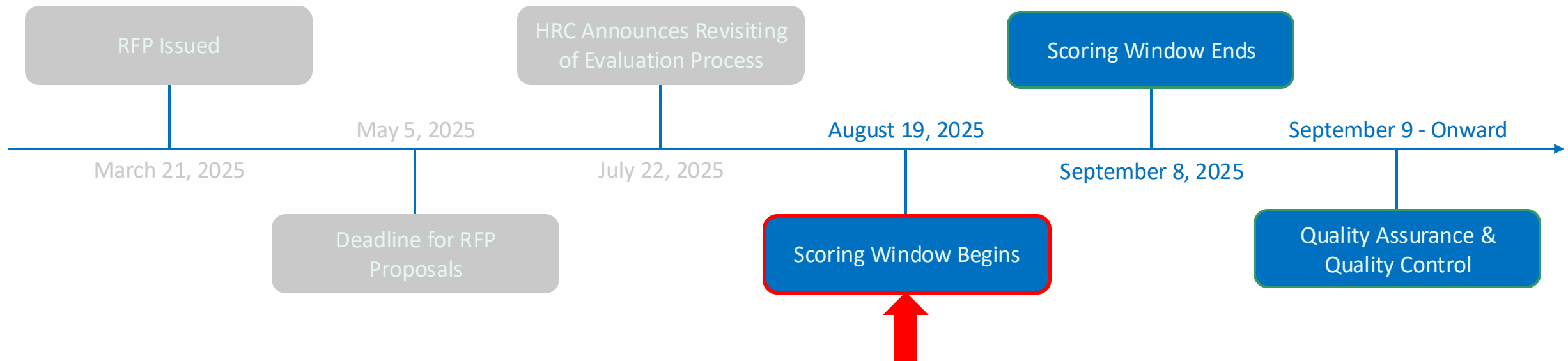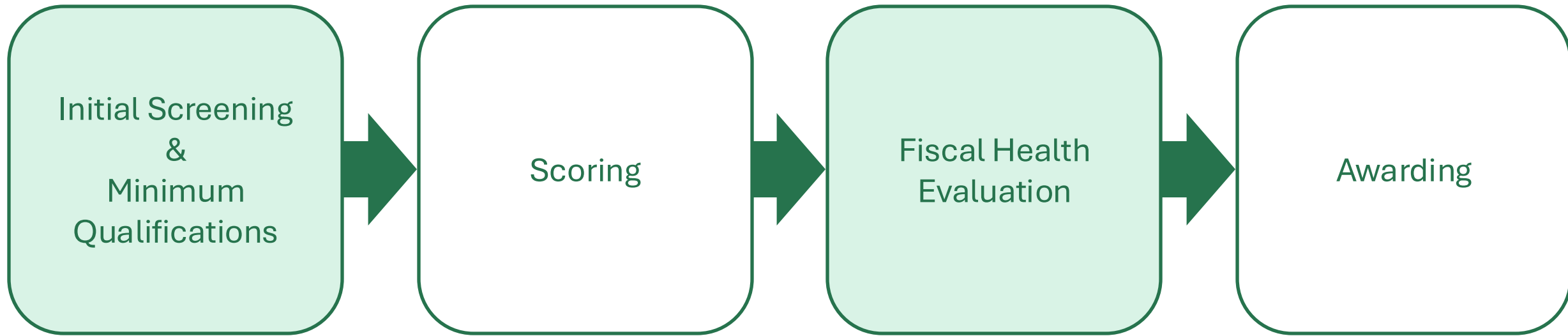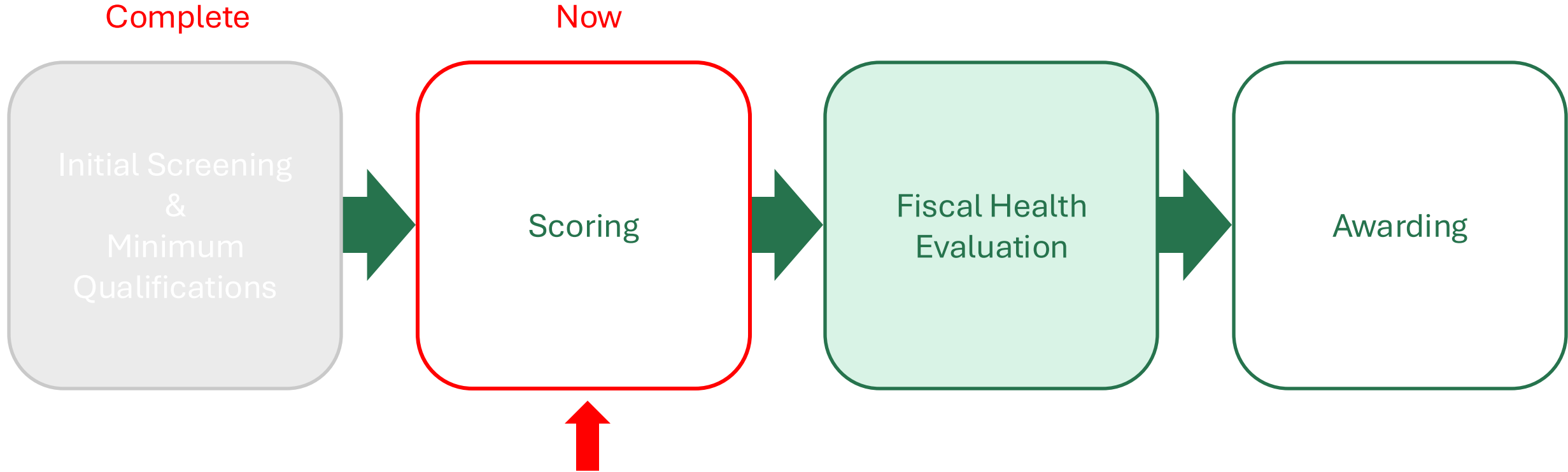
RFP Timeline

RFP Issued — March 21, 2025

Deadline for RFP Proposals — May 5, 2025

HRC Announces Revisiting of Evaluation Process — July 22, 2025

Scoring Window Begins — August 19, 2025

Scoring Window Ends — September 8, 2025

Quality Assurance & Quality Control — September 9 - Onward

RFP Timeline

Evaluation Process

Initial Screening & Minimum Qualifications → Scoring → Fiscal Health Evaluation → Awarding

Evaluation Process

Complete

Now

Initial Screening & Minimum Qualifications
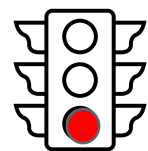
Scoring

Fiscal Health Evaluation

Awarding

Scoring Process

August 19 at Noon:
Scoring Window Opens

September 8 at Midnight:
Scoring Window Closes

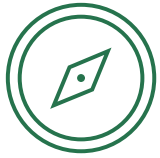| Section	Category	Points
A	Organizational Background & Cultural Responsiveness	35
B	Program Design and Implementation	15
C	Deliverables & Work Plan	15
D	Detailed Budget & Narrative	10
E	Outreach & Community Engagement	10
F	Evaluation & Reporting	10
G	Letters of Recommendation	5
	Total	**100**

Your Reader Email: Coming Tuesday 8/19

- On **Tuesday August 19, 2025**, you will receive an email with a link to a **SharePoint folder**.

- This folder is **unique to you** and contains all the materials needed for scoring.

- The link to the **Score Form** will be included in this email.
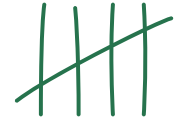
Required Materials

Service Area
Guides

SharePoint Folder of
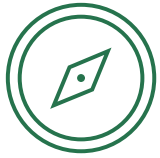Your Assigned
Service Area

Your Personalized
Scoring Tracker

RFP 100
Scoring Form

Required Materials

Service Area
Guides

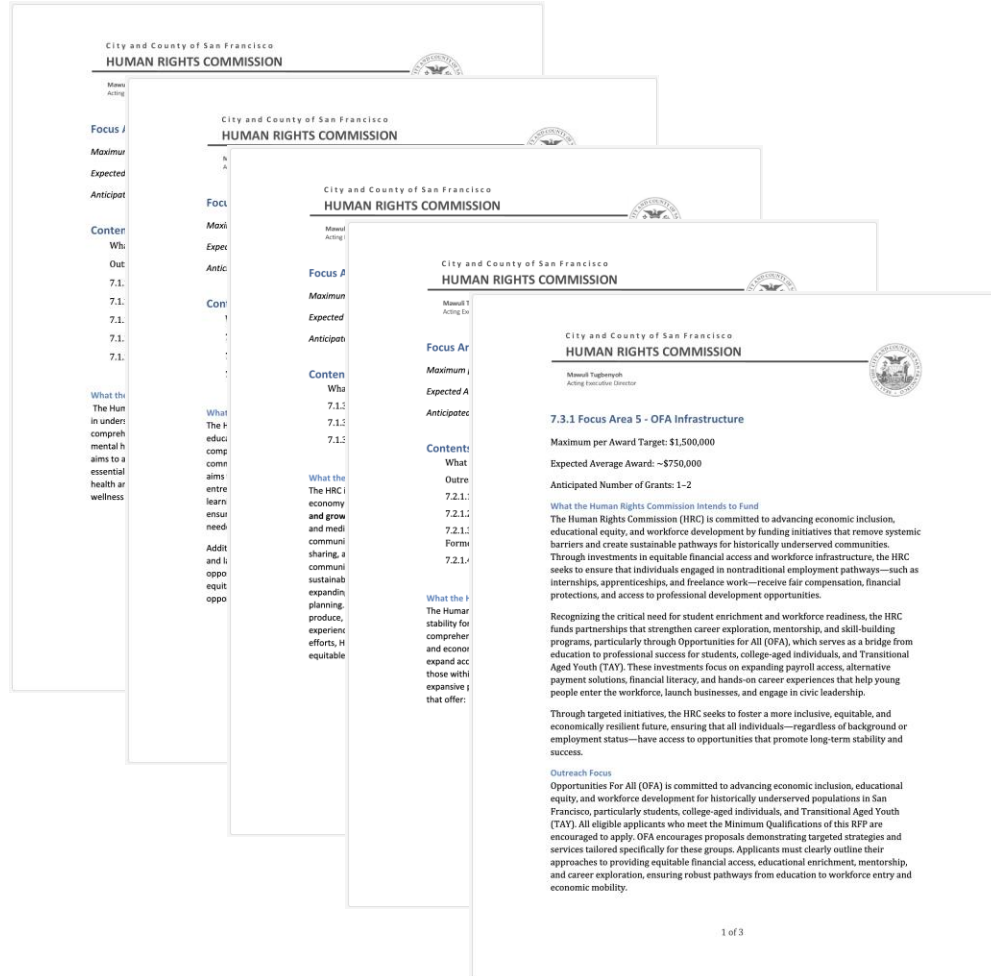SharePoint Folder of
Your Assigned
Service Area

Your Personalized
Scoring Tracker

RFP 100
Scoring Form

Service Area Guides

Each Service Area includes:

- A **program goal** that describes the outcomes the HRC seeks to achieve.

- An **outreach focus** that identifies the population of emphasis.

- A list of **example activities and services** eligible under the Service Area.

Required Materials

Service Area
Guides

SharePoint Folder of
Your Assigned
Service Area

Your Personalized
Scoring Tracker

RFP 100
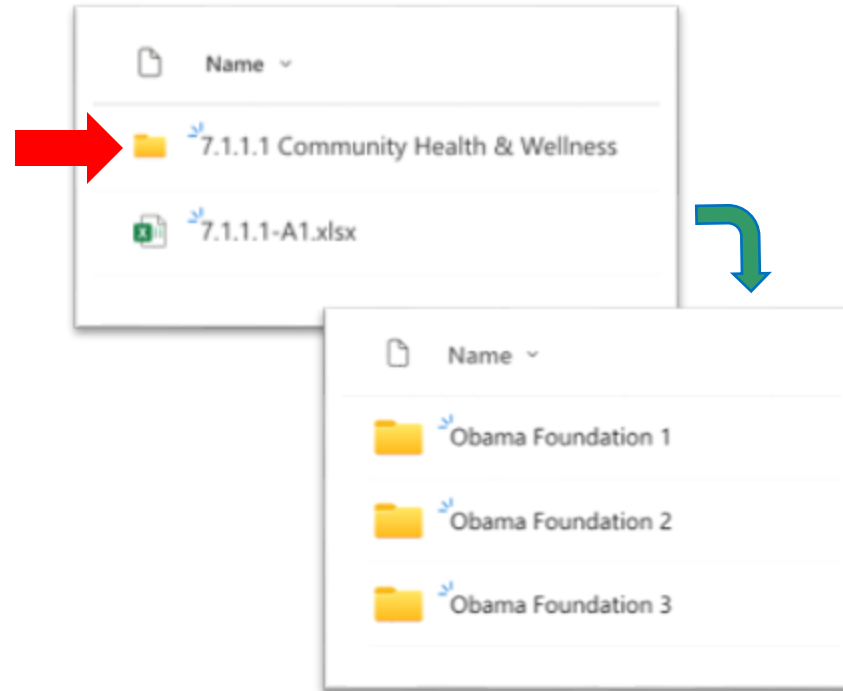Scoring Form

SharePoint Folder

- Linked in your Reader Email will be a **SharePoint folder**.

- This Folder contains a copy of all the submitted proposal materials to be reviewed, **organized by Service Area**.

- Most Readers will only be scoring **one Service Area**, so you likely only see **one Folder**.

- It also contains a **Scoring Tracker Excel Spreadsheet**.
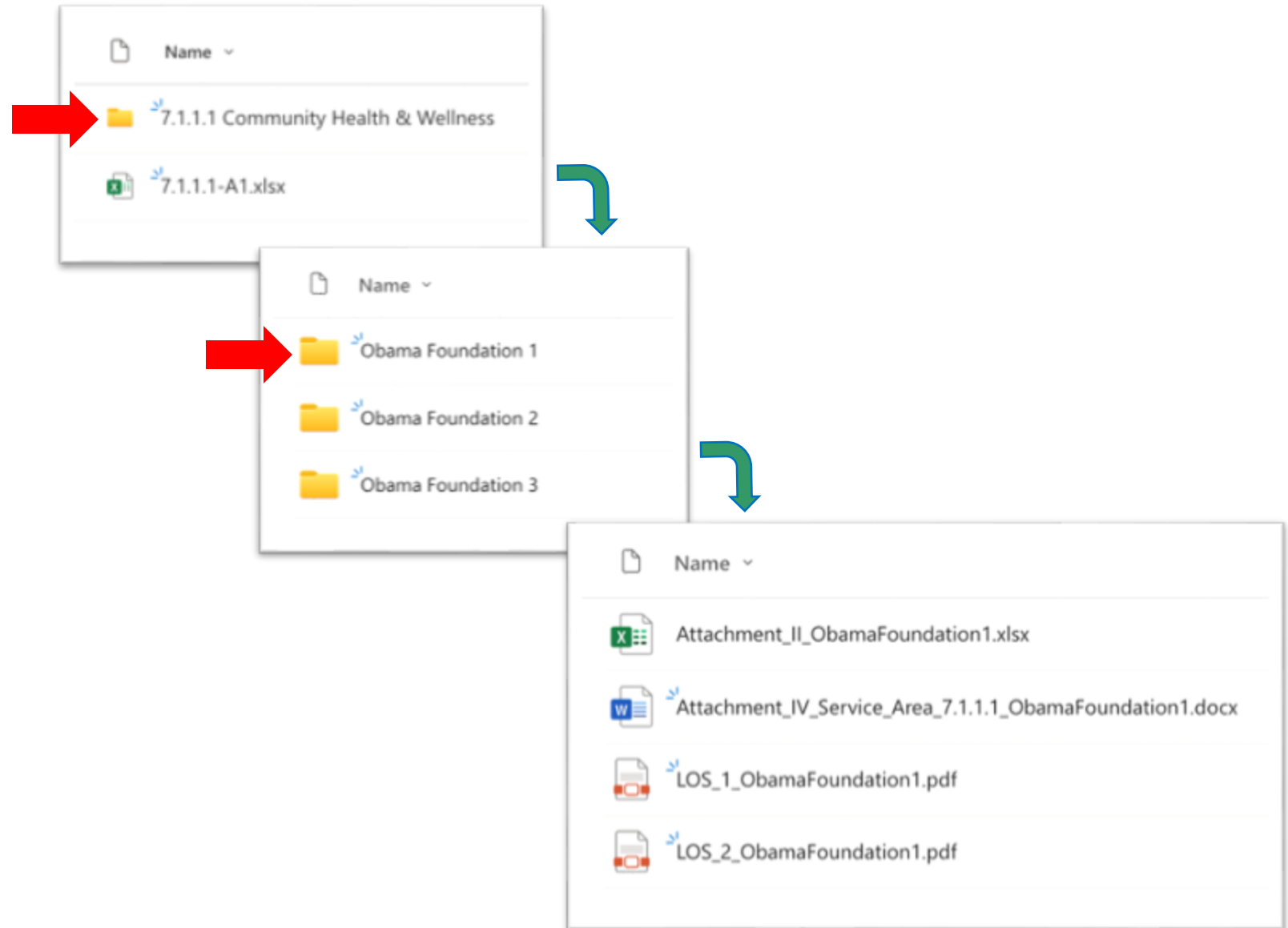
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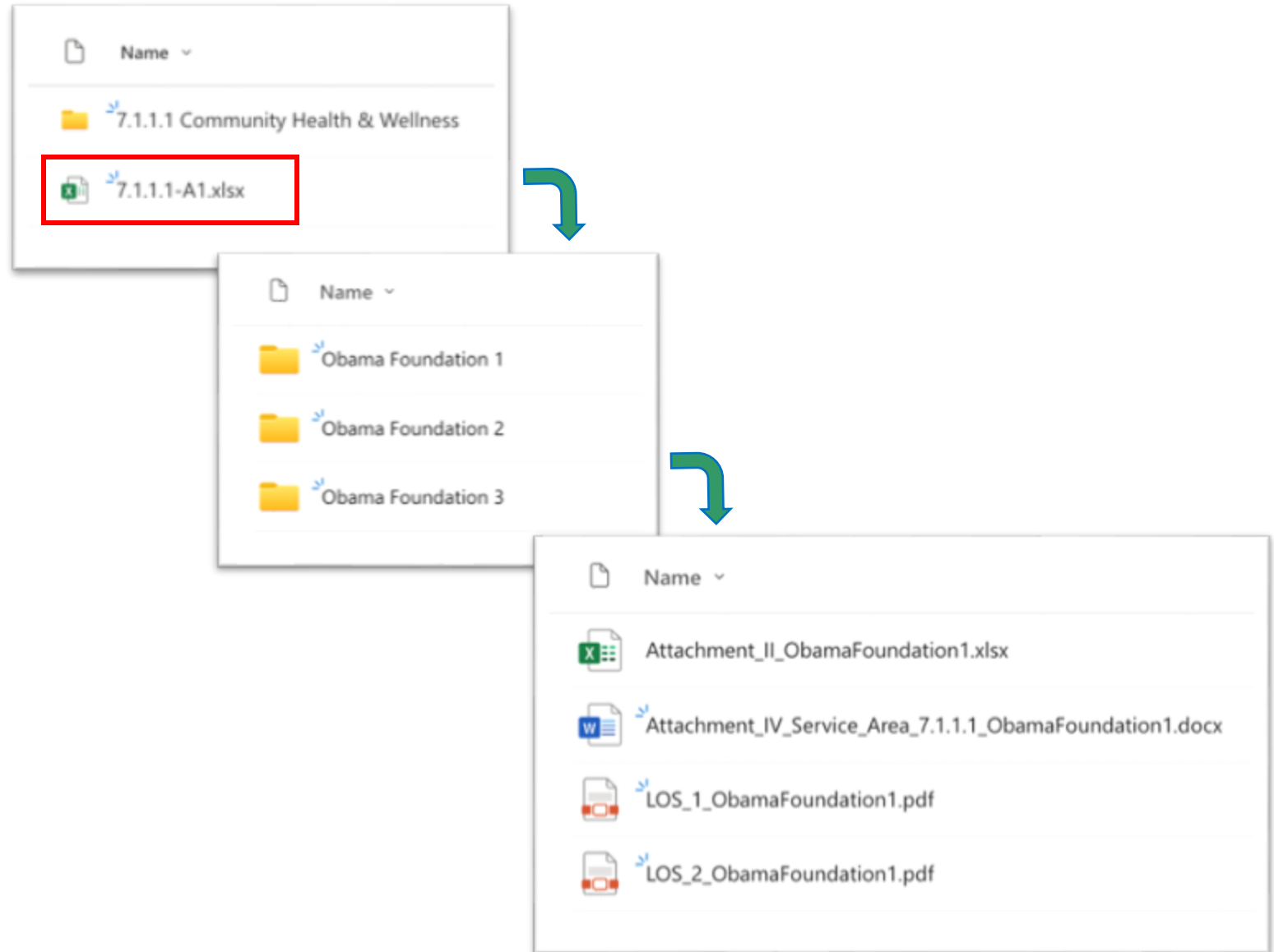
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Required Materials

Service Area Guides

SharePoint Folder of Your Assigned Service Area

Your Personalized Scoring Tracker

RFP 100 Scoring Form

Scoring Tracker

- Your Scoring Tracker is **personalized** for you.

- Lists **all the proposals** you are being asked to score.

- This tracker is meant to help you **stay organized**, and it a place for you to keep notes during your evaluation.

	A	B	C	D	
1	Focus Area	Service Area	Organization Name	Status	Notes
2	Workforce & Education	Youth Development & Education	Obama Foundation 1		
3	Workforce & Education	Youth Development & Education	Obama Foundation 2		
4	Workforce & Education	Youth Development & Education	Obama Foundation 3		
5	Workforce & Education	Youth Development & Education	Obama Foundation 4		
6	Workforce & Education	Youth Development & Education	Obama Foundation 5		
7	Workforce & Education	Youth Development & Education	Obama Foundation 6		
8	Workforce & Education	Youth Development & Education	Obama Foundation 7		
9	Workforce & Education	Youth Development & Education	Obama Foundation 8		
10	Workforce & Education	Youth Development & Education	Obama Foundation 9		
11	Workforce & Education	Youth Development & Education	Obama Foundation 10		
12	Workforce & Education	Youth Development & Education	Obama Foundation 11		
13	Workforce & Education	Youth Development & Education	Obama Foundation 12		
14	Workforce & Education	Youth Development & Education	Obama Foundation 13		
15	Workforce & Education	Youth Development & Education	Obama Foundation 14		
16					

Scoring Tracker

We recommend you use this Tracker to...

- **Check off proposals** as you submit each score form.

- Keep your own **running record of scores** you give.

Reminder: Any notes taken regarding scoring can be requested under Sunshine laws.

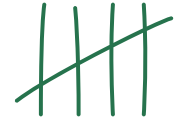|	A	B	C	D	
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12	Workforce & Education	Youth Development & Education	Obama Foundation 11		
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14	Workforce & Education	Youth Development & Education	Obama Foundation 13		
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16					

Required Materials

Service Area
Guides

SharePoint Folder of
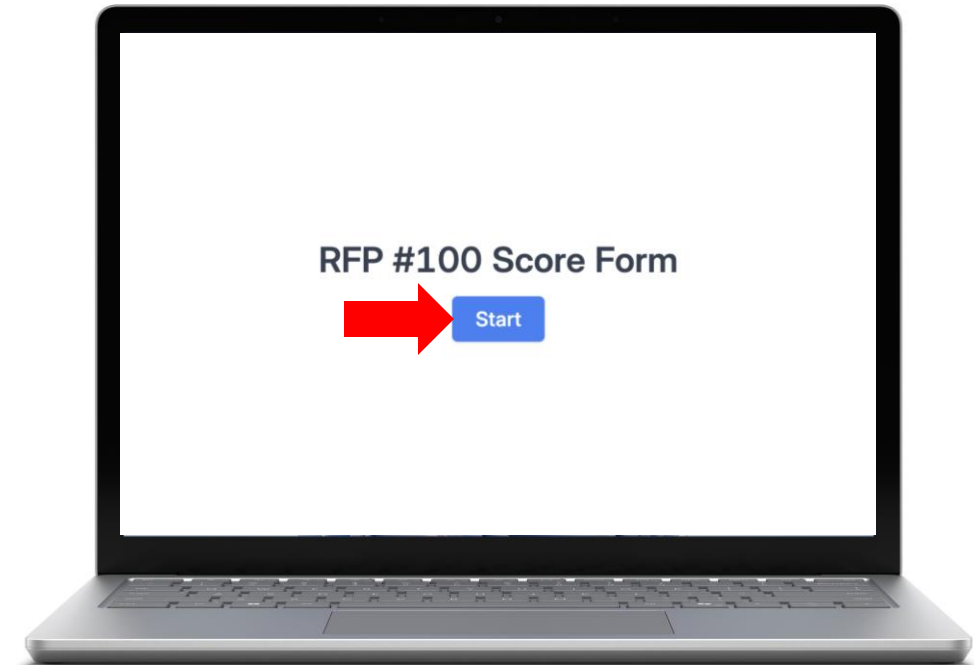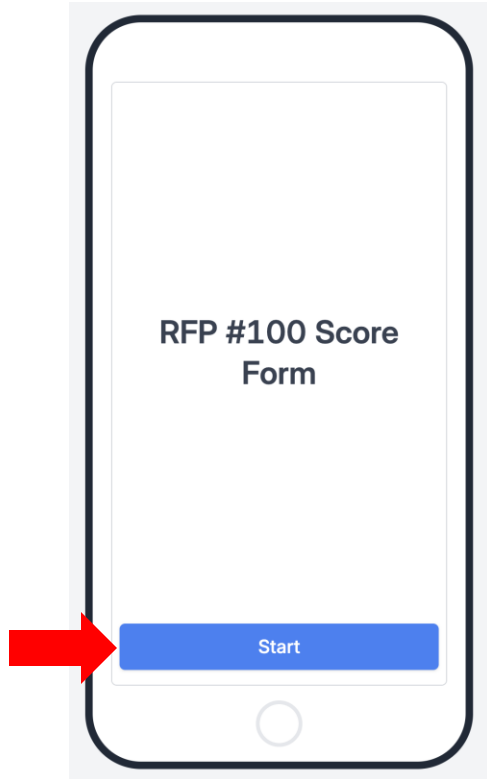Your Assigned
Service Area

Your Personalized
Scoring Tracker

RFP 100
Scoring Form

Score Form

Score Form - Intake

Note: **Progress Bar**

Start —— Intake —— Details —— Last step

SAN FRANCISCO HUMAN RIGHTS COMMISSION

RFP #100 Score Form

First Name *

Last Name *

Email Address (City and County of SF Email Address Required) *

Organization Name *

Focus Area *

ℹ **CONFIDENTIALITY & CONFLICT OF INTEREST**

By checking this box, I confirm that:

I am not an employee or board member of any applicant, I do not have an immediate relative who is an employee or board member of any applicant, I have not communicated with or advised any applicant about this RFP process and will not do so, and I do not have any personal interest in the outcome of the RFP process.

I have already signed and submitted the Confidentiality & Conflict of Interest Agreement and I do not have conflict of interest in reviewing this application.

Made with **Fillout**

Score Form - Intake

Complete each field.

Select the **Focus Area.**

Use the **organization's name**

not their fiscal sponsor.

SAN FRANCISCO
HUMAN RIGHTS
COMMISSION

RFP #100 Score Form

First Name *

Michelle

Last Name *

Obama

Email Address (City and County of SF Email Address Required) *

✉ michelle.obama@sfgov.org

Organization Name *

Obama Foundation

Focus Area *

|

Health & Well-Being
Workforce & Education
Arts and Culture
Safety & Inclusion Grants
OFA Infrastructure

and will not do so, and I do not have any personal interest in the outcome of
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Agreement and I do not have conflict of interest in reviewing this application.

Made with **Fillout**

Score Form - Intake

Select the

Service Area.

Score Form - Intake

Read & **Check** the Box.

Click '**Next**'.

SAN FRANCISCO HUMAN RIGHTS COMMISSION

RFP #100 Score Form

First Name *

Michelle

Last Name *

Obama

Email Address (City and County of SF Email Address Required) *

✉ michelle.obama@sfgov.org

Organization Name *

Obama Foundation

Focus Area *

Workforce & Education

Workforce & Education Service Area

Youth Development & Education

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Next →

Made with **Fillout**

Score Form - Details

Note: **Progress Bar**

SAN FRANCISCO
HUMAN RIGHTS
COMMISSION

RFP #100 Score Form

ⓘ Each proposal must be assessed on its alignment with the stated goals and deliverables for the selected Service Area(s). The evaluation process prioritizes:
- **Community Impact:** A demonstrated understanding of community needs in San Francisco and a strong commitment to cultural responsiveness, inclusivity, and equity.
- **Feasibility & Readiness:** The ability to execute the proposed work effectively, backed by relevant experience and expertise.
- **Sustainability:** Long-term benefits and operational viability.

The maximum score is 100 points, distributed across the criteria below. Proposals must directly address the required elements for each Service Area.

Score each section below based on the following considerations:
- **Depth & Clarity:** Does the proposal present a well-reasoned, detailed, and actionable plan?
- **Alignment with RFP Goals:** Does the proposal address the needs of the outreach focus and align with the RFP Guiding Principles and Service Area objectives?
- **Feasibility & Readiness:** Is the approach realistic and backed by relevant experience?
- **Impact & Sustainability:** Does the proposal demonstrate meaningful, long-term community benefits?

Ranges of scores are provided for each section as a guide for Readers to consider.

ⓘ A. Organizational Background & Cultural Responsiveness (35 Points)

Rate response based on how well it addresses each bulleted prompt below and demonstrates expertise and capacity:

- Describe how your organization's mission, history, and track record align with the goals and priorities outlined in this RFP, particularly its commitment to cultural inclusion, community empowerment, and systemic equity.
- Provide specific examples of at least two (2) proven and documented past programs and/or projects that successfully served historically marginalized communities, including the African American community, in a way that was culturally affirming and community-led.
- Highlight the lived experience, expertise, and qualifications of key staff members involved in program delivery, including their ability to engage with community members who could most greatly benefit from the Service Areas in a meaningful and respectful way.

Score Form - Details

Read:

General Guidance

SAN FRANCISCO HUMAN RIGHTS COMMISSION

RFP #100 Score Form

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Score Form - Details

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Score Form - Details

Category A. Organizational Background & Cultural Responsiveness (35 Points)

Review: Each Bulleted **Prompt**.

Consider: **Score Ranges**.

• Feasibility & Readiness: Is the approach realistic and backed by relevant experience?
• Impact & Sustainability: Does the proposal demonstrate meaningful, long-term community benefits?

Ranges of scores are provided for each section as a guide for Readers to consider.

ⓘ A. Organizational Background & Cultural Responsiveness (35 Points)

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• Highlight the lived experience, expertise, and qualifications of key staff members involved in program delivery, including their ability to engage with community members who could most greatly benefit from the Service Areas in a meaningful and respectful way.
• Explain how your organization ensures that leadership, decision-making, and service delivery reflect the voices and needs of the community served.

Consider these ranges:
• Excellent: 30-35
• Very Good: 24-29
• Good: 17-23
• Fair: 10-16
• Poor: 4-9
• Very Poor: 0-3

*

○────────────────────

Optional: Please provide your rationale explaining why you gave this proposal the score above.

[   ]

ⓘ B. Program Design & Implementation (15 Points)

Rate response based on how well it addresses each bulleted prompt below and demonstrates expertise and capacity:

• Clearly articulate the purpose, objectives, and intended impact of the proposed program, ensuring alignment with the Service Area priorities identified in this RFP.
• Provide a structured plan detailing program design, engagement strategies, milestones, and a timeline for implementation, including how the program will be adapted to meet the specific needs of a variety of diverse community members.
• Explain how the program fosters long-term community impact, promotes cultural responsiveness, and integrates community leadership.
• Describe how accessibility and inclusivity will be embedded within the

Reminder: SharePoint Folder

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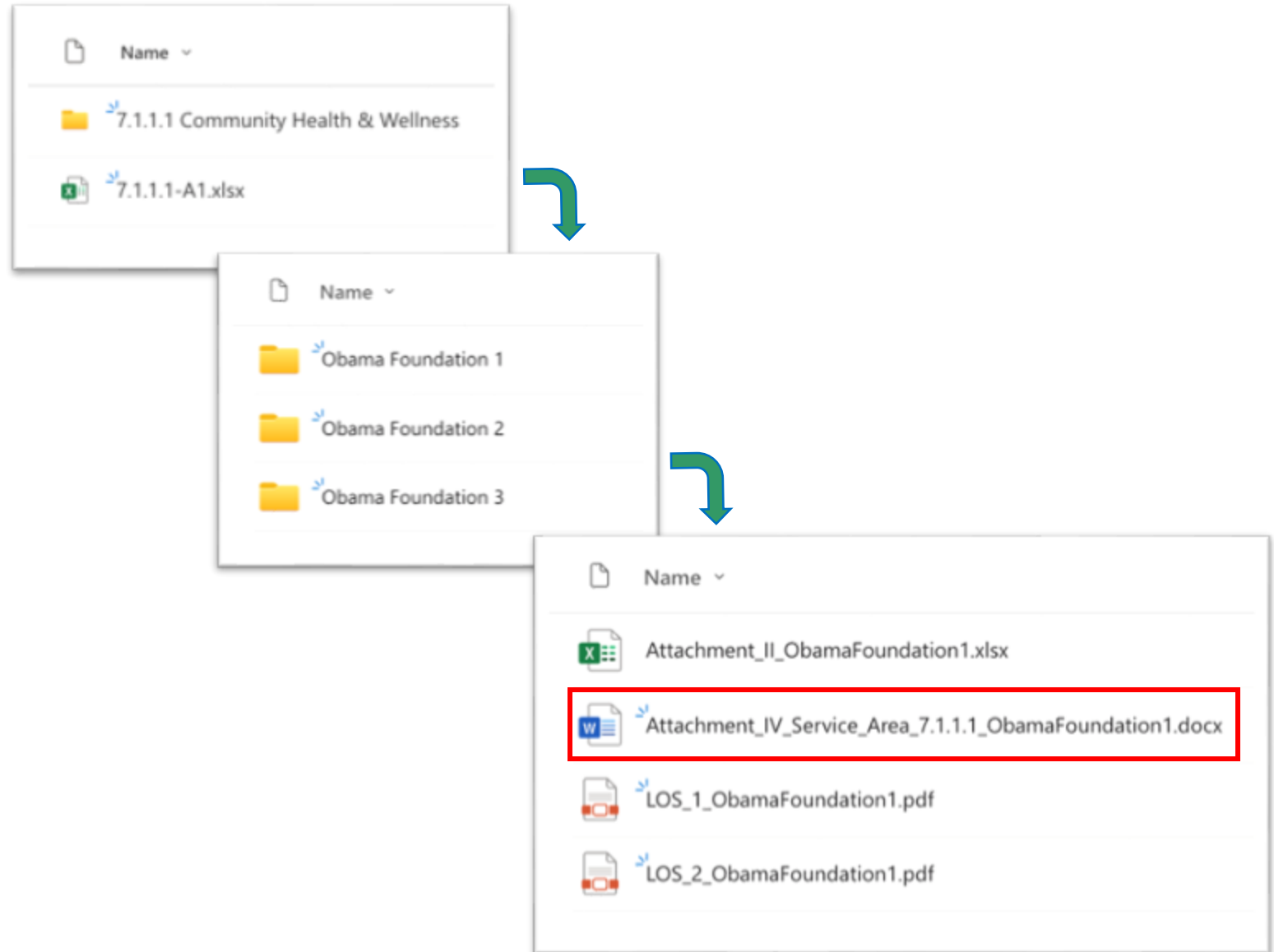
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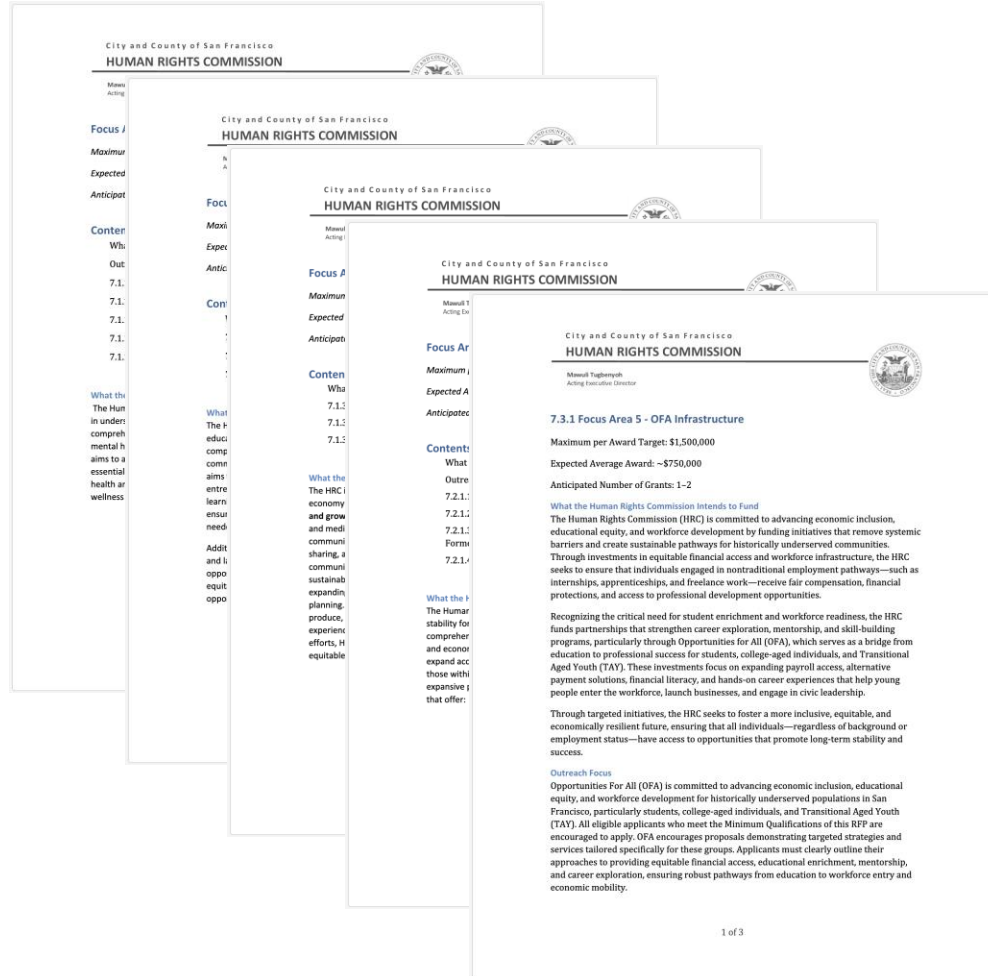
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- A **program goal** that describes the outcomes the HRC seeks to achieve.

- An **outreach focus** that identifies the population of emphasis.

- A list of **example activities and services** eligible under the Service Area.

Score Form - Details

Use the **sliding scale** to **assign your score.**

Check your score on the right-hand side.

- Feasibility & Readiness: Is the approach realistic and backed by relevant experience?
- Impact & Sustainability: Does the proposal demonstrate meaningful, long-term community benefits?

Ranges of scores are provided for each section as a guide for Readers to consider.

ⓘ A. Organizational Background & Cultural Responsiveness (35 Points)

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- Explain how your organization ensures that leadership, decision-making, and service delivery reflect the voices and needs of the community served.

30 / 35

Consider these ranges:
- Excellent: 30-35
- Very Good: 24-29
- Good: 17-23
- Fair: 10-16
- Poor: 4-9
- Very Poor: 0-3

Clear

Optional: Please provide your rationale explaining why you gave this proposal the score above.

ⓘ B. Program Design & Implementation (15 Points)

Rate response based on how well it addresses each bulleted prompt below and demonstrates expertise and capacity:

- Clearly articulate the purpose, objectives, and intended impact of the proposed program, ensuring alignment with the Service Area priorities identified in this RFP.
- Provide a structured plan detailing program design, engagement strategies, milestones, and a timeline for implementation, including how the program will be adapted to meet the specific needs of a variety of diverse community members.

Score Form - Details

Optional: Provide **rationale** for your score.

- Rationales can **support an organization's growth**. Your rationale should demonstrate where the proposal **did well or fell short**.

- All notes and rationales are a **public record** and should be kept **professional.**

Score Form - Details

Repeat for **each category**.

B. Program Design & Implementation (15 Points)

Optional: Please provide your rationale explaining why you gave this proposal the score above.

ℹ️ B. Program Design & Implementation (15 Points)

Rate response based on how well it addresses each bulleted prompt below and demonstrates expertise and capacity:

- Clearly articulate the purpose, objectives, and intended impact of the proposed program, ensuring alignment with the Service Area priorities identified in this RFP.
- Provide a structured plan detailing program design, engagement strategies, milestones, and a timeline for implementation, including how the program will be adapted to meet the specific needs of a variety of diverse community members.
- Explain how the program fosters long-term community impact, promotes cultural responsiveness, and integrates community leadership.
- Describe how accessibility and inclusivity will be embedded within the program, ensuring equitable participation across diverse groups, particularly historically marginalized populations.

Consider these ranges:
- 13-15: Excellent
- 10-12: Very Good
- 7-9: Good
- 4-6: Fair
- 1-3: Poor
- 0: Very Poor
*

Optional: Please provide your rationale explaining why you gave this proposal the score above.

ℹ️ C. Deliverables & Work Plan (15 Points)

Rate response based on how well it addresses each bulleted prompt below and demonstrates expertise and capacity:

- Define key deliverables and measurable outputs, ensuring they align with the anticipated outcomes specified in the RFP.
- Detail the logistical and operational plan, including partnerships, staffing, service coordination, and risk mitigation strategies.
- Clearly outline roles and responsibilities of key personnel, partners, and collaborators, with an emphasis on community-rooted leadership and cultural responsiveness.
- **Identify risk mitigation strategies and contingency plans to ensure continuity in service delivery.**

Score Form - Details

C. Deliverables & Work Plan (15 Points)

*

○

Optional: Please provide your rationale explaining why you gave this proposal the score above.

[   ]

ⓘ C. Deliverables & Work Plan (15 Points)

Rate response based on how well it addresses each bulleted prompt below and demonstrates expertise and capacity:

- Define key deliverables and measurable outputs, ensuring they align with the anticipated outcomes specified in the RFP.
- Detail the logistical and operational plan, including partnerships, staffing, service coordination, and risk mitigation strategies.
- Clearly outline roles and responsibilities of key personnel, partners, and collaborators, with an emphasis on community-rooted leadership and cultural responsiveness.
- **Identify risk mitigation strategies and contingency plans to ensure continuity in service delivery.**

Consider these ranges:
9-10: Excellent
7-8: Very Good
5-6: Good
3-4: Fair
1-2: Poor
0: Very Poor *

○

Optional: Please provide your rationale explaining why you gave this proposal the score above.

[   ]

ⓘ D. Detailed Budget (10 Points)

Rate response based on how well it addresses each bulleted prompt below and demonstrates expertise and capacity:

- Submit a completed Attachment II – Budget and Fiscal Reporting Template and insert a table into your proposal document
- Provide a clear budget narrative justifying cost allocations and demonstrating how funds will be used to implement the program or project and maximize impact while maintaining fiscal responsibility.
- Ensure the budget reflects realistic, necessary, and allowable expenses under the funding guidelines, with a focus on equitable compensation, community benefit, and sustainability.
- Explain how your organization will leverage additional resources, in-kind contributions, or community partnerships to enhance program reach and effectiveness.

Consider these ranges:

Score Form - Details

D. Detailed Budget (10 Points)

Note: First bullet point asks to confirm that **Attachment II** was completed. The subsequent bullet points may be found in **Attachment IV**.

ⓘ D. Detailed Budget (10 Points)

Rate response based on how well it addresses each bulleted prompt below and demonstrates expertise and capacity:

- Submit a completed Attachment II – Budget and Fiscal Reporting Template and insert a table into your proposal document
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9-10: Excellent
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0: Very Poor *

Optional: Please provide your rationale explaining why you gave this proposal the score above.

ⓘ E. Outreach & Community Engagement Strategy (10 Points)

Rate response based on how well it addresses each bulleted prompt below and demonstrates expertise and capacity:

- Describe the outreach plan for engaging the community members who could most greatly benefit from the Service Areas, with an emphasis on strategies that are culturally relevant and community-driven.
- Explain how partnerships with community organizations, local businesses, and stakeholders will be utilized to expand reach and deepen impact.
- Address accessibility considerations, such as multilingual outreach, disability accommodations, and other tailored engagement efforts for historically underserved communities.
- Demonstrate how your outreach strategy will foster trust and long-term relationships within the community.

Reminder: SharePoint Folder

- Linked in your Reader Email will be a **SharePoint folder**.

- This Folder contains a copy of all the submitted proposal materials to be reviewed, **organized by Service Area**.

- Most Readers will only be scoring **one Service Area**, so you likely only see **one Folder**.

- It also contains a **Scoring Tracker Excel Spreadsheet**.

Score Form - Details

E. Outreach & Community Engagement Strategy (10 Points)

0: Very Poor *

Optional: Please provide your rationale explaining why you gave this proposal the score above.

ℹ️ E. Outreach & Community Engagement Strategy (10 Points)
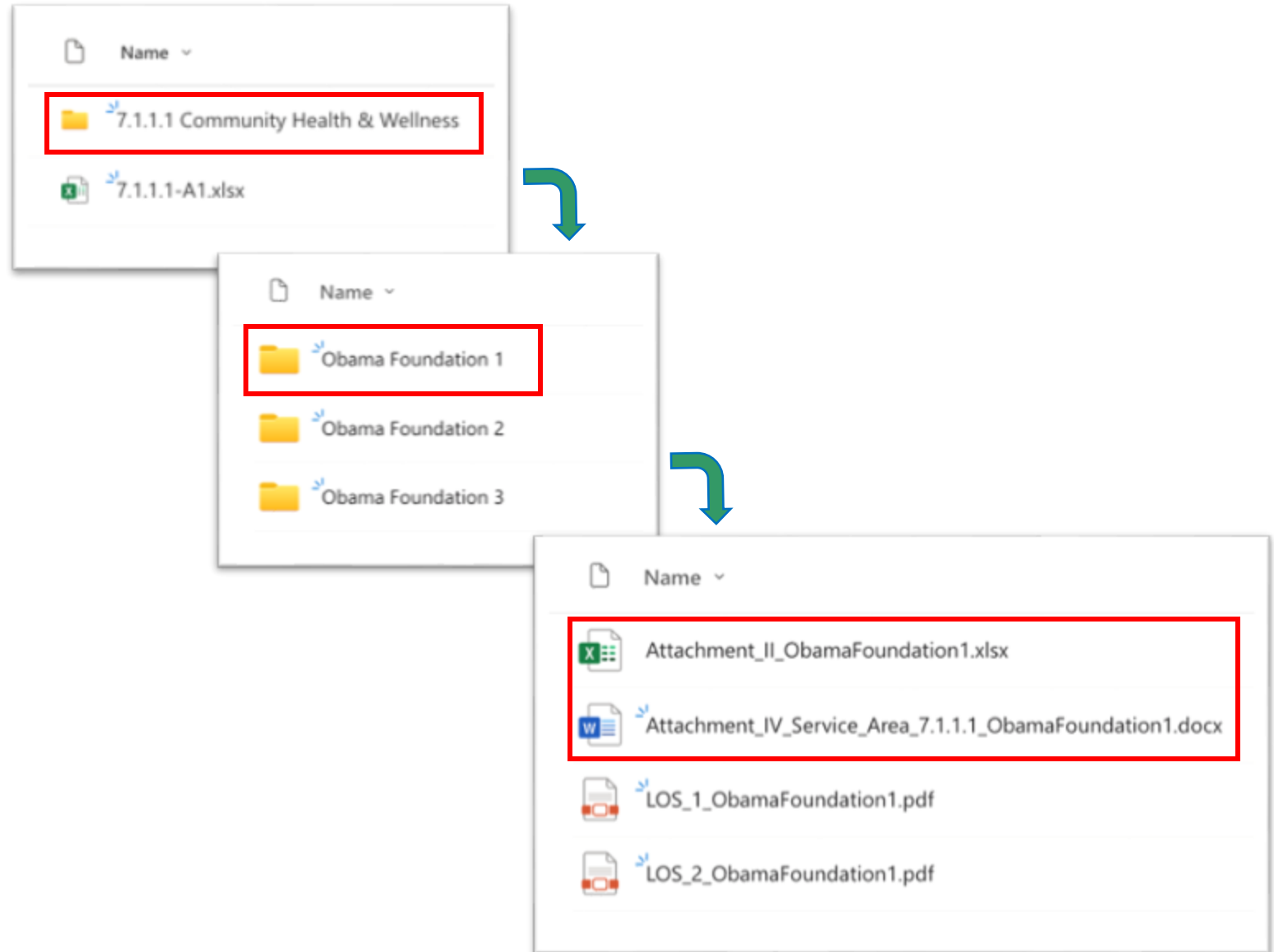
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0: Very Poor *

Optional: Please provide your rationale explaining why you gave this proposal the score above.

ℹ️ F. Evaluation & Reporting (10 Points)

Rate response based on how well it addresses each bulleted prompt below and demonstrates expertise and capacity:

- Provide a plan for tracking, measuring, and reporting key performance metrics such as community engagement, participation levels, and program effectiveness.
- Outline the methodology for collecting and analyzing data, including qualitative and quantitative indicators that demonstrate program success and impact.
- Explain how your organization will ensure transparency and accountability in reporting outcomes to the City, including compliance with any required performance metrics specified in the RFP.
- Describe how community feedback will be incorporated into program improvement and sustainability planning.

Score Form - Details

F. Evaluation & Reporting (10 Points)

0: Very Poor *

Optional: Please provide your rationale explaining why you gave this proposal the score above.

ℹ️ F. Evaluation & Reporting (10 Points)

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3-4: Fair
1-2: Poor
0: Very Poor *

Optional: Please provide your rationale explaining why you gave this proposal the score above.

ℹ️ G .Letters of Recommendation (5 Points)

Did the applicant:

- Submit exactly two (2) letters of recommendation as an attachment.
- Letters should be from past funders, partners, or stakeholders attesting to your organization's ability to successfully execute community-based programs or initiatives.
- Strong letters will speak to cultural competency, organizational capacity, impact, and effectiveness in engaging historically marginalized communities.

0: If the applicant submitted fewer than 2 letters
3: If the applicant submitted 2 letters, but one or both are not "strong" letters
5: If they submit 2 "strong" letters *

Score Form - Details

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5: If they submit 2 "strong" letters *

0 Points

3 Points

5 Points

ⓘ **CONFIRMATION**

☐ I affirm the content in this form is complete, accurate, and my own. *

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Score Form - Details

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- Outline the methodology for collecting and analyzing data, including qualitative and quantitative indicators that demonstrate program success and impact.
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3 Points
5 Points

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0 Points
3 Points
5 Points

ⓘ CONFIRMATION

☐ I affirm the content in this form is complete, accurate, and my own. *

Made with Fillout

Score Form - Details

You must **check the box** to confirm.

Then, click **'Next'**.

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○────────────────────────────

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[   ]

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[⌄]

Optional: Please provide your rationale explaining why you gave this proposal the score above.

[   ]

ℹ️ **CONFIRMATION**

☑️ I affirm the content in this form is complete, accurate, and my own. *

[Next →]

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Score Form - Last Step

Note: **Progress Bar**

SAN FRANCISCO HUMAN RIGHTS COMMISSION

Please review your submission.
Update any relevant information as needed.

Edit

First Name — Michelle

Last Name — Obama

Email Address (City and County of SF Email Address Required) — michelle.obama@sfgov.org

Organization Name — Obama Foundation

Focus Area — Workforce & Education

Workforce & EducationService Area — Youth Development & Education

By checking this box, I confirm that:I am not an employee or board member of any applicant, I do not have an immediate relative who is an employee or board member of any applicant, I have not communicated with or advised any applicant about this RFP process and will not do so, and I do not have any personal interest in the outcome of the RFP process.I have already signed and submitted the Confidentiality & Conflict of Interest Agreement and I do not have conflict of interest in reviewing this application. — Yes

Edit

Rate response based on how well it addresses each bulleted prompt below and demonstrates expertise and capacity:Describe how your organization's mission, history, and track record align — 30 / 35

Score Form - Last Step

Carefully review your submission.

Click **'Submit'**

methodology for collecting and analyzing data, including qualitative and quantitative indicators that demonstrate program success and impact.Explain how your organization will ensure transparency and accountability in reporting outcomes to the City, including compliance with any required performance metrics specified in the RFP.Describe how community feedback will be incorporated into program improvement and sustainability planning.Consider these ranges:9-10: Excellent7-8: Very Good5-6: Good3-4: Fair1-2: Poor0: Very Poor

Optional: Please provide your rationale explaining why you gave this proposal the score above.

Unanswered

Did the applicant:Submit exactly two (2) letters of recommendation as an attachment.Letters should be from past funders, partners, or stakeholders attesting to your organization's ability to successfully execute community-based programs or initiatives.Strong letters will speak to cultural competency, organizational capacity, impact, and effectiveness in engaging historically marginalized communities.0: If the applicant submitted fewer than 2 letters3: If the applicant submitted 2 letters, but one or both are not "strong" letters5: If they submit 2 "strong" letters

5 Points

Optional: Please provide your rationale explaining why you gave this proposal the score above.

Unanswered

I affirm the content in this form is complete, accurate, and my own.

Yes

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Submit

Score Form - Last Step

Note: **Progress Bar**
has **all 4 checks**.

SAN FRANCISCO
**HUMAN RIGHTS
COMMISSION**

✓

Thank you

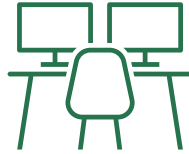Made with Fillout, the easy way to make stunning forms

Make your own **Fillout**

Scoring Dos

Read the RFP (e.g. Service Area Guides) before scoring to ensure full understanding of the proposed strategy.
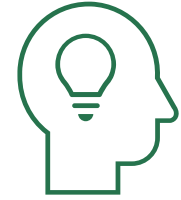
Be as consistent as possible in your scoring.

Include an optional rationale to justify your scores.

Reminder: all notes and rationales are **public records.**

Be mindful of biases.

Scoring Don'ts

Don't wait until the last minute.

Notify HRC immediate if you believe you are unable to complete your scoring by the end of the scoring window.
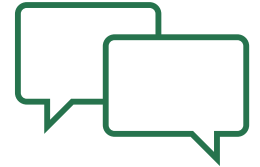
Don't score the proposal on its grammar, wording, formatting, or spelling.

Don't score using outside information.

Only use the information provided in the proposal.

Don't discuss your scores with other readers, applicants, or any third party.

Considerations

Formatting

- Your score should reflect the **content** of what is in the proposal.

- Your score should reasonably assess the **quality of the content** and its **alignment to the RFP** language provided in the bulleted prompts.

Reminder: You should **not take into consideration grammar, wording, formatting, or spelling.**

Budget

- Proposals should include a project budget in **Attachment IV**.

- Additional budget information may be found in **Attachment II**.

Reminder: You should **only score what is provided** in the proposal materials.

Questions & Answers

Support While Reading

Questions? Technical Issues?

hrcgrants@sfgov.org

Note: We cannot advise on *how* to score the proposals; we can only provide clarity on **technical issues.**