

City and County of San Francisco  
**HUMAN RIGHTS COMMISSION**

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Mawuli Tugbenyoh  
Acting Executive Director

Daniel Lurie  
Mayor

**August 22, 2025**

**RE: Request for Proposals 100 - Weekly Update #5**

Dear RFP 100 Applicants,

The Human Rights Commission (HRC) is committed to providing an update every Friday until a new Notice of Intent to Award is issued for Request for Proposals 100 (RFP 100). This is the fifth update. Future updates will be shared via email and online. All updates are available at [HRC's Funding Opportunities page](#).

**Evaluation Process Update**

HRC held a training for all proposal reviewers on Monday, August 18, 2025. The training introduced updated materials to promote consistency in the scoring process and provide clear guidance aligned with the RFP. All reviewers were required to attend the training or view the recording, in addition to completing a Confidentiality & Conflict of Interest Agreement prior to scoring.

The training included:

- Guides with information from the RFP related to each Service Area's program goals, outreach focus, and example activities and services
- Proposal materials relevant to the scoring process
- A standardized scoring form to ensure consistency and completeness

Scoring began on Tuesday, August 19, 2025, and will remain open through early September. As outlined in the RFP, 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.

Proposals must directly address the required elements for each Service Area. Readers are tasked with scoring each proposal according to 7 categories, with a maximum score of 100 points. Those categories are:

- A. Organizational Background & Cultural Responsiveness (Up to 35 Points)
- B. Program Design and Implementation (Up to 15 Points)
- C. Deliverables & Work Plan (Up to 15 Points)
- D. Detailed Budget & Narrative (Up to 10 Points)
- E. Outreach & Community Engagement (Up to 10 Points)
- F. Evaluation and Reporting (Up to 10 points)
- G. Letters of Recommendation (Up to 5 Points)

Readers are to 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?

After the scoring window closes, HRC will conduct a thorough review of all scores to ensure accuracy and completion.

## Background

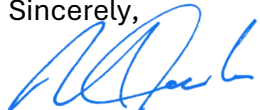
On Tuesday July 22, 2025, HRC announced that the [RFP 100 Notice of Intent to Award is rescinded](#), and that HRC will revisit the entire evaluation process of RFP 100. This decision was not made lightly. It was informed by community feedback and a commitment to strengthening the integrity of our evaluation process.

HRC is not accepting new proposals, and applicants who submitted their proposals by the original deadline are not required to take any action at this time. All proposals submitted by the original deadline will be reviewed and scored again, according to the revised protocols for review, evaluation, and rating.

Thank you for your continued partnership, dedication, and service to community.

The next update will be shared on Friday, August 29.

Sincerely,



Mawuli Tugbenyoh  
Acting Executive Director