

**REQUEST FOR GRANT APPLICATIONS #DEC26-01 FOR:**  
**Early Learning for All –**  
**Community Liaison Service Supports**



**Attachments**

- Attachment 1: City's Grant Terms (G-100)
- Attachment 2: Application Cover Page and Minimum Qualifications
- Attachment 3: Written Proposal
- Attachment 4: Budget Proposal
- Attachment 5: RFGA Forms Overview
- Attachment 6: HCAO and MCO Declaration Forms
- Attachment 7: First Source Hiring Form
- Attachment 8: DEC Guidelines for Cost Categorization

**Request for Grant Application Issued:** 05/15/2026  
**Deadline to Submit Written Questions:** 05/29/2026 05:00PM  
**Deadline to Submit Proposals:** 06/10/2026 12:00PM



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## **I. INTRODUCTION AND SOLICITATION SCHEDULE**

### **A. Introduction**

#### **1. General**

The San Francisco Department of Early Childhood (DEC) announces its intent to seek proposals from nonprofit early care and education programs that strengthen early childhood experiences for young children participating in the City's Early Learning for All (ELFA) network and that serve families within San Francisco's early childhood system of care. DEC particularly encourages proposals from organizations with demonstrated expertise serving historically marginalized, isolated, and underserved families with children, ages birth to five.

DEC seeks proposals from qualified non-profit entities to provide Early Care and Education (ECE) program support services, as outlined below:

- Early Learning for All (ELFA) – Community Liaison Service Supports

This funding opportunity will support ELFA-funded programs in improving access for families with children ages birth to five years to and from ELFA-funded sites, enabling fuller participation in high-quality early care and education programs in their communities. Improvements will focus on ELFA sites located in commercial corridors and neighborhoods impacted by drug market activity, as well as areas affected by unsafe or unsanitary street and sidewalk conditions that contribute to creating inequitable access early learning opportunities.

This funding opportunity outlines desired service strategies to increase access and broaden the reach of ELFA services, which are a core component of San Francisco's early care and education system for children and families with the highest needs. Proposed strategies should emphasize proactive, trauma-informed, and community-centered approaches to neighborhood support, alongside the provision of consistent, stabilizing presence within affected communities.

Services will include the implementation of a daily "Safe-Passage" presence designed to support families' sense of safety, belonging and well-being; enhance quality of life through community engagement; and foster trusted relationships among families, early care and education providers, and local partners. The goal of these services is to strengthen family access to ELFA programs, support early educators in focusing on optimal child development, and ensure that young children can fully engage in play-based learning experiences that promote curiosity, development, and positive early childhood outcomes.

#### **2. Background**

The Department of Early Childhood (DEC) is dedicated to advancing the early care and education, health, and well-being of San Francisco's youngest residents, children under the age of five, and their families. DEC's mission is to ensure that every child has the opportunity to reach their full potential through a strong foundation of nurturing relationships, health, and high-quality learning experiences. DEC partners with public agencies and community-based organizations to advance equity-centered strategies that make San Francisco one of the best places in the nation to raise young children, while working to advance racial equity and address racial disparities in early childhood outcomes.

In the heart of many of San Francisco neighborhoods, ELFA sites serve as more than just classrooms; they are essential safe havens for the City's most vulnerable youngest children and their families. However, neighborhood complexity - including open-air substance use, frequent behavioral health crises, and street-level instability - can create barriers to families' consistent access to early care and education services.

Aligned with Mayor Daniel Lurie's "Breaking the Cycle" initiative, which advances a comprehensive, coordinated approach to homelessness and behavioral health challenges, this proposed ELFA Community Liaison program extends these efforts to ELFA-funded sites by strengthening community presence, safety, and engagement around early learning environments. The program is intended to support safe and consistent family access to ELFA sites for daily arrival and departure, and to enable early educators to safely engage children in neighborhood-based learning experiences, including walks, park visits, and other community outings that support healthy development.

DEC recognizes that the environments surrounding early learning settings play a critical role in children's developmental experiences. Reducing exposure to adverse environmental conditions during daily transitions between home and school is an important component of supporting school readiness and healthy development.

Through this program, DEC seeks to strengthen the connection between early learning environments and the surrounding community, ensuring that children can access early care and education experiences in settings that promote safety, stability, and well-being. DEC is committed to supporting strategies that enhance children's developmental experiences in their communities and contribute to thriving early learning environments across San Francisco.

### **3. Diversity, Inclusion, and Racial Equity**

The Department of Early Childhood (DEC) is committed to fostering a culture of inclusion in which all individuals have the opportunity to thrive, regardless of race, age, ability, gender, sexual orientation, ethnicity, or country of origin. DEC believes that a diverse and inclusive workforce and partner network strengthen organizational effectiveness and contribute to more innovative and responsive service delivery.

DEC is committed to addressing systemic racism and the disparate impacts of government services by advancing racial equity across all aspects of its work. This includes promoting equitable access to services, identifying and addressing barriers to participation, and supporting communities in achieving optimal outcomes for children and families.

DEC seeks to partner with community-based organizations that demonstrate alignment with these values through their organizational culture, practices, and service delivery. Contracted partners are considered essential contributors to advancing racial equity and inclusion efforts across San Francisco's early childhood system of care. Applicants should not submit, and the City will not consider, any demographic data about the racial, ethnic, gender, sexual orientation, or national origin makeup of Applicant's staff, leadership, and/or board of directors.

#### **4. Selection Overview**

The City may award grants to up to four (4) Applicants who meet the Minimum Qualifications of this Solicitation and are determined to be the highest-ranked Applicants based on the evaluation criteria set forth herein.

Responsive proposals will be evaluated and scored by an Evaluation Panel consisting of one or more individuals with relevant subject matter expertise related to the services described in this Solicitation. The Evaluation Panel may include staff from various City departments. All proposals will be evaluated in accordance with the criteria and scoring methodology outlined in this Solicitation.

Proposals that meet the Minimum Qualifications will be scored and ranked based on a total of 100 possible points. The highest-ranked Applicants may be invited to participate in contract negotiations, subject to funding availability. DEC reserves the right to consider factors reasonably related to the evaluation criteria, including overall proposal quality and the extent to which proposed services meet identified program needs, in making final award determinations.

In the event that only one (1) proposal is received, DEC will review the submission to confirm that the Minimum Qualifications are met and to assess the Applicant's capacity to successfully perform the required services. DEC may, at its sole discretion, proceed with contract negotiations if it determines that doing so is appropriate. Due to funding limitations, only a limited number of Applicants may be invited to participate in contract negotiations.

Applicants invited to contract negotiations will work with DEC to finalize grant terms, including but not limited to budget, scope of grant activities, and performance measures, as described in the Scope of Work section of this Solicitation. Final grant specifications will align with the scope outlined in this Solicitation but may differ from those submitted in grant proposals. Failure to successfully reach agreement on grant terms may result in withdrawal of the offer to negotiate and any associated grant award. In such cases, DEC may elect to initiate negotiations with the next highest-ranked eligible Applicant.

DEC reserves the right to reject any or all proposals, waive minor irregularities, and/or cancel or reissue this Solicitation, in whole or in part, in accordance with applicable laws and policies.

##### **B. Anticipated Grant Term**

A grant awarded pursuant to this Solicitation shall have an initial term from September 1, 2026, through August 31, 2027, with one optional one-year extension, subject to availability of funding and approval by the City.

##### **C. Anticipated Grant Not to Exceed Amount**

Grants awarded pursuant to this Solicitation shall have a not to exceed ("NTE") amount of \$400,000 annually, supporting up to four (4) awards. Individual grants may be awarded up to \$100,000 per year or an adjusted annualized amount determined by DEC.

DEC, at its sole discretion, may offer selected Applicants an award amount that differs from the budget requested in the submitted proposal. No single agency may receive more than \$200,000 in total annual grant funding under this Solicitation.

Funding is subject to availability and may be reduced or eliminated in response to decreases in appropriations or other funding constraints from City funders. Conversely, awards made under this Solicitation may be increased, if additional funds become available, without the need for an additional application process, provided they align with the scope and services outlined in this Solicitation.

**D. 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 the services to be provided by Applicant under the same terms and conditions of any grant awarded pursuant to this Solicitation.

**E. Solicitation Schedule**

The anticipated schedule for this Solicitation is set forth below. These dates are tentative and subject to change. It is the responsibility of the Applicant to check for any Addenda to this Solicitation or other published pertinent information.

**Table A**

Proposal Phase	Tentative Date
Request for Grant Application Issued	May 15, 2026
Deadline for Written Questions	May 29, 2026 5:00 PM PST
Mandatory Letter of Intent Deadline	June 3, 2026 5:00 PM PST
Proposal Due Date	June 10, 2026 12:00 PM PST
Tentative Evaluation of Proposals	June 11, 2026 – July 11, 2026
Notice of Intent to Award	July 15, 2026
Period for Protesting	Within three (3) business days of the City's issuance of a Notice

**F. Written Question and Request for Clarification**

Applicants are encouraged to submit written questions and requests for clarification by the deadline specified in **Table A** to [DEC-Contracts@sfgov.org](mailto:DEC-Contracts@sfgov.org). All submitted written questions will be addressed and posted to the [DEC website](#). Applicants are responsible for periodically checking the DEC website for updates or addenda related to this Solicitation.

All written questions must be submitted in accordance with the deadlines outlined in **Table A of the Solicitation Schedule**. Please include “RFGA DEC26-01 question” in the subject line of your email.

## **G. Grant Terms and Negotiations**

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

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

If a satisfactory contract cannot be negotiated within one (1) month from the date the City issues the Notice of Intent to Award. The City, in its sole discretion, may terminate negotiations unless DEC extends the negotiation period through a written letter. Upon termination, the City may begin negotiations with the Applicant that meets the Minimum Qualifications of this Solicitation whose Proposal received the next highest-ranking score.

## **H. Target Populations**

This funding opportunity is intended to serve all populations and ethnicities in San Francisco, with a focus on communities and neighborhoods that experience inequitable access to services and, as a result, face disparities in educational, social, health, emotional, and economic outcomes.

Consistent with DEC's strategic plan, Early Learning for All (ELFA) funded sites serve all San Francisco families, with many sites demonstrating particular expertise in supporting historically marginalized, isolated, and unserved populations. These populations are more likely to include children who face barriers to achieving kindergarten readiness.

In alignment with DEC's strategic plan, ELFA-funded sites serve all San Francisco families, and most ELFA-funded programs have expertise serving historically marginalized, isolated, and unserved populations, as these are the families with a higher prevalence with children not being kindergarten-ready. DEC in partnership with San Francisco Unified School District (SFUSD) conducts annual Kindergarten Readiness assessments<sup>1</sup> and we also utilize the San Francisco Department of Public Health 2024 Community Health Assessment (CHA), which focused on health equity, safe environments, and improved community health<sup>2</sup> access data to inform service priorities for San Francisco neighborhoods, which includes multiple factors, including poverty, health, child welfare, education, and other indicators. Accordingly, the target populations for this RFGA include the above indicators as well as families linked to state-funded care and education programs, as defined by funding agencies (e.g., the California Department of Social Services and the California Department of Education). Both State Departments serve low-income families and at-risk children with open Human Service Agency/Child Protective Services or Foster Care cases. Some of these programs are required to serve children ages birth through 12.

## **I. Definitions for Acronyms Used**

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<sup>1</sup> [https://media.api.sf.gov/documents/2025-Impact-Report\\_021826\\_53Z8MS1.pdf](https://media.api.sf.gov/documents/2025-Impact-Report_021826_53Z8MS1.pdf)

<sup>2</sup> [https://media.api.sf.gov/documents/Population\\_Health\\_CHA\\_2024\\_2025-04.cleaned.pdf](https://media.api.sf.gov/documents/Population_Health_CHA_2024_2025-04.cleaned.pdf)

**Table B**

Acronym	Definition
AMI	It is the midpoint of a specific area’s income distribution and is calculated on an annual basis by the Department of Housing and Urban Development (HUD). The AMI represents the income of the “middle” household in that area.
AP	Alternative Payment state-contracted child care vouchers: AP Agencies are public or private, non-profit agencies that contract with the California Department of Education to administer child care voucher programs.
CAPP	California Alternative Payment Program
CBO	Community-Based Organizations
CDE	California Department of Education
CDSS	California Department of Social Services
CPAC	Childcare Planning and Advisory Council
CPS	Child Protective Services
DEC	San Francisco Department of Early Childhood
DHS	San Francisco Department of Human Services, a division of HSA.
Early Learning SF (ELSF)	Early Learning SF (ELSF) is a centralized eligibility and waiting list system designed to help families find quality early care and education options.
ECE	Early Care and Education
ELFA	San Francisco Early Learning for All (ELFA) is a public/local funding program that pays for child enrollment at DEC-network licensed early care and education sites serving children under age 5. ELFA reimbursement rates are based on a per child and are paid based on 1) fully funded at the ELFA-calculated rate; or 2) an enhancement to a state- or federally subsidized child, reimbursing at the ELFA-calculated rate. DEC may, over time, determine changes in costs or tiers for ELFA reimbursement.

## II. SCOPE OF WORK

### A. Services Requested

The final Scope of Work will be negotiated and will include activities consistent with the services described in this section. DEC will assess existing service levels among applicants to establish baseline conditions within each proposed service area. Funding awarded through this Solicitation is intended to enhance and expand upon existing services and shall not supplant current funding or ongoing efforts. All Grantees will be required to comply with applicable administrative, reporting, and evaluation requirements associated with the grant.

The Grantee shall assign a dedicated Community Liaison to support the well-being of children from birth to age five enrolled at an ELFA-funded site. ELFA-funded sites primarily serve families receiving publicly subsidized early care and education services (up to 80 percent) and are often located in dense, low-income neighborhoods serving vulnerable populations.

The Community Liaison will support the development of a positive and welcoming early learning environment by engaging with families and educators who live or work in the surrounding community. Through community-centered approaches, the Community Liaison will contribute to a stable and supportive environment that helps reduce secondary trauma and staff burnout and promotes consistent attendance and improved early learning experiences for children and families.

As part of site operations, the Community Liaison will implement proactive, trauma-informed strategies that foster a sense of safety, belonging, and community connection. The Community Liaison will serve as a consistent and trusted presence for families and will demonstrate cultural humility, professionalism, and a commitment to community empowerment.

Core responsibilities include, but are not limited to:

- Conducting daily “Safe Passage” activities to maintain a clean and safe environment in the immediate vicinity of the ELFA site, including the removal of hazardous debris and identification of conditions that may discourage or impede access;
- Utilizing non-violent de-escalation techniques to respond to and mitigate neighborhood incidents, as appropriate;
- Building and maintaining trusted relationships with families, site staff, and local community partners.

By supporting the external environment surrounding the ELFA site, the Community Liaison enables early educators to focus on instructional practices that support children’s play, learning, and development.

The Community Liaison will also:

- Help ensure a welcoming, safe, and clean environment for families during daily drop-off and pick-up;
- Support early educators by accompanying children on neighborhood walks, park visits, and other community-based activities;
- Model respectful engagement, clear boundaries, and effective de-escalation strategies to maintain a positive presence in the ELFA site community.

## **B. Objectives**

For this Solicitation, service objectives are defined through specific Performance Measures. As categorized by the City Controller’s Office, these are "specific quantitative measures of an activity or outcome" that establish clear expectations for program delivery. DEC will collaborate with funded agencies to finalize these measures for each component of the Scope of Work, ensuring they accurately reflect the frequency, reach, and quality of engagement.

While standard performance measures include participant counts (duplicated and unduplicated), demographic details, and session frequency, this project elevates these metrics into a comprehensive neighborhood enhancement strategy. By capturing data on program satisfaction, accessibility, and environmental appeal, the service objectives will assess the success of the proactive approach through Community Liaisons at ELFA sites and in surrounding areas.

Community liaisons will facilitate positive social interactions, reduce incidents of parent concerns when dropping off or picking up their child from an ELFA site, and foster a more resilient, connected, and school-ready community.

Through the daily interactions of the Community Liaisons, the following services will be provided and reported:

**1. Services Objectives**

- Number of unique street hazards identified and safely removed/remediated per day.
- Number of Days Entryways Remain Free of Debris.
- Number of Days Children/Staff are escorted to local parks and neighborhood activities on a weekly basis.
- Number of Days that support staff assigned to programs are escorted to the program from local public transportation as needed.
- Number of Families and Children greeted at the front door on a daily basis.

**2. Outcome Objectives**

- **Increased Attendance:** Within the first 12 months, the program will achieve a reduction in safety-related chronic absenteeism for enrolled children.
  - 20% reduction in related gaps for children’s daily attendance.
- **Enhanced Perception of Connection to Community:** Positive Sentiment score by program participants (parents) and staff working in the ELFA sites.
  - At least 85% of staff and parents will report feeling "Safe" or "Very Safe" during home-to-ELFA site transitions, representing a baseline increase of at least 30% from pre-program surveys.
  - At least 50% of children enrolled increase their participation in neighborhood outings.
- **Street Hazards Removed:**
  - 100% of scheduled daily sweeps completed prior to morning drop-off.
  - 85% of entryways and the surrounding area are maintained clean throughout the program day on a daily basis.

### **C. Performance Measures**

The City is committed to evaluating the value and impact of funding efforts. Grantees will be required to track, analyze, and report on data related to the following types of performance measures:

- Measures of participation in services;
- Measures of program quality; and
- Measures of participant level changes and outcomes.

Moreover, Grantees will also be asked to participate in the following activities specifically designed to support effective performance measurement and evaluation:

- Use of a standardized intake and data collection process for new program participants;
- Use of a standardized contract monitoring and data tracking system to capture fiscal information, implementation progress, participant demographics, and participant attendance in core services;
- Use of a standardized program quality assessment tools (may be participant assessments of program and/or program self-assessments) to ensure compliance with minimum standards of quality (e.g. National Family Strengthening and Support Standards);
- Use of pre and post survey instruments relevant to the desired outcomes (e.g. the Parent and Family Adjustment Scale is used pre and post all Curriculum Based Parent Education classes);
- Participation in training as required, and ongoing support and oversight of staff to ensure effective administration of above data collection tools;
- Distribution and collection of forms to obtain client consent to participate in data collection and evaluation activities;
- Analysis of collected data and reporting on the results (as required);
- Participation in studies to explore specific evaluation and research questions (as required).

Performance measures will be finalized during grant negotiations.

### **D. Reporting Requirements**

If selected, Grantees may be asked to work with DEC consultants and/or staff to implement, with fidelity, required evaluation methods and evaluate outcome measures.

DEC is developing parent engagement strategies to inform ongoing program development for its funded initiatives. Grantees may be asked to participate in these activities by recruiting program participants, hosting input sessions, and other associated activities.

DEC is investigating and implementing options to diversify the funding that finances family support activities. Grantees may be required to participate in compliance and reporting activities associated with these funding sources. This could include time study, participant data reporting, additional performance measures, and other activities.

**E. Communications and Marketing**

As a condition of being selected, the Grantee agrees to acknowledge DEC and/or the City in external communications efforts related to the services and activities funded by this Solicitation. This acknowledgment could include a statement, logo, or visual/verbal representation indicating that the project was made possible with support from the grantor. DEC staff will provide ongoing support and guidance in fulfilling this requirement. The Grantee may be asked to furnish copies of relevant promotional and/or marketing materials for review prior to being released to the public. Where instances of promotion for both the City and the Grantee are available, collateral material may be provided for use by the City. Additional external facing collateral material, and training or technical assistance on how to utilize, may also be introduced to the Grantee with the expectation that it be used in the promotional/marketing and outreach efforts for services and activities funded by this Solicitation.

**III. PROPOSAL EVALUATION CRITERIA**

**Table C**

Evaluation Phase	Maximum Points	Evaluation Criteria
Minimum Qualifications	Pass/Fail	Must demonstrate all mandatory requirements
Written Proposal:		
Agency Qualifications	40	Infrastructure, experience with 0–5 population, and fiscal capacity
Scope of Work	30	Clear plan for activities, system impact, and target population
Evaluation & Reporting	10	Data management capacity and commitment to DEC standards
Budget Proposal	20	Cost-effectiveness, clarity, and resource leveraging
<b>Total:</b>	<b>100 Points</b>	

**A. Minimum Qualifications (Pass/Fail)**

Applicants must provide documentation that clearly demonstrates each Minimum Qualification (MQ) listed below has been met. Minimum Qualification documentation should be clearly marked as “MQ1”, “MQ2”, etc.... to indicate which MQ it supports. Each Proposal will be reviewed for initial determination on whether the Applicant meets the MQs referenced in this section. **This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.**

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

**Table D**

MQ #	Description
<b>MQ1</b>	Applicant is a current certified supplier or has the ability to become a certified supplier with the City and County of San Francisco within 30 days of notice of intent to award.
<b>MQ2</b>	Applicant has one (1) or more years of experience providing services similar to those described in this Solicitation.
<b>MQ3</b>	Applicant must have at least five (5) years of experience operating early care and education services funded through state or local ECE subsidy programs and must demonstrate experience administering publicly funded ECE contracts. For Applicants proposing services at a specific site, the Applicant must demonstrate that at least 80% of enrolled children at the proposed site currently receive state-subsidized child care assistance.
<b>MQ4</b>	Applicant is physically located in and primarily serves children under age 5 and their families in a neighborhood with documented street, sidewalk, and environmental conditions that create barriers to equitable access to high-quality early care and education.
<b>MQ5</b>	Applicant is a non-profit entity that is not prohibited, suspended, or debarred by the City Controller’s Office from applying for or receiving grant funding and has not had any City grants or contracts withdrawn, terminated, suspended, or debarred due to fiscal or program compliance issues within the previous twenty-four (24) months.
<b>MQ6</b>	Applicant affirms willingness to participate in all required reporting, evaluation, and documentation activities.
<b>MQ7</b>	Applicant must submit a Racial Equity Plan (REP) or Diversity, Equity, and Inclusion (DEI) statement.

Proposals should clearly demonstrate that the qualifications are met. Insufficient or incomplete information may result in a proposal being considered non-responsive and may not be eligible for grant award.

**B. Evaluation Panel Scoring**

The primary purpose of Evaluation Panel scoring is to assess and score the Applicant’s quality and responsiveness to this Solicitation. Proposal scoring will be completed by subject matter experts recruited from community, government, and other sources to assist with this process. Proposals that meet the Minimum Qualification requirements will move on to the Evaluation Panel and will receive a Proposal Score. Before reading proposals, all subject matter experts will be trained on the goals, service requirements, and target populations for this Solicitation. Each evaluator will use a rubric provided by DEC to assign a score between 0 and 100 points to each proposal.

#### IV. WRITTEN PROPOSAL (80 POINTS)

In addition to submitting documents supporting each Minimum Qualification as required by this Solicitation, Applicants shall also submit a complete Proposal consisting of each item set forth in **Attachment 3, Written Proposal**.

#### V. BUDGET PROPOSAL (20 POINTS)

In addition to submitting documents supporting each Minimum Qualification as required by this Solicitation, Applicants shall also submit a complete Budget Proposal consisting of each item set forth in **Attachment 4, Budget Proposal**.

#### VI. ORAL INTERVIEWS (TIE BREAKER ONLY - 50 POINTS)

In the event of a tied score, the City, acting in its sole discretion, may conduct oral interviews with Applicants. Prior to oral interviews, the City will notify Applicants via email regarding the format and general rules. The City reserves the right to limit participation in the panel interviews to Applicants' key/lead team members and to exclude, for example, sub-consultants on multiple teams. The interview evaluation process may include (and be scored based on) a presentation by the Applicant and/or interview questions from DEC. Those questions may include and be related to Applicants' and key/lead team members' qualifications, their work approach, project task descriptions, team organization, and any questions which seek to clarify Proposal components. Applicants may also be scored on follow-up questions if clarification of Applicant's responses is necessary. The same set of interview questions will be used for all Applicants and shall be presented to Applicants **at least one week prior to the date of interview** to allow Applicants sufficient time to prepare their responses. DEC may ask follow-up questions if clarification of Applicant's responses is necessary. DEC will proceed to evaluate each Applicant based on each Applicant's presentation and responses.

#### VII. SUPPORTING DOCUMENTATION REQUIRED PRIOR TO GRANT EXECUTION

Applicants 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.

Table E

RSD #	Description
<b>RSD #1</b>	Evidence that Applicant 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.
<b>RSD #2</b>	<b>Completed Proposal Attachments:</b> <input type="checkbox"/> Attachment 6: HCAO and MCO Declaration Forms <input type="checkbox"/> Attachment 7: First Source Hiring Form
<b>RSD #3</b>	IRS determination letter of your organization type status.
<b>RSD #4</b>	Most recent audited financial statement/report.

<b>RSD #5</b>	<p><b>Non-Profit Entities:</b> If Applicant is a non-profit organization and receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds:</p> <p>(1) a statement describing Applicant’s efforts to comply with the Chapter 12L provisions regarding public access to Applicant’s meetings and records, and</p> <p>(2) a summary and disposition of all complaints concerning the Applicant’s compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. If no such complaints were filed, the Applicant shall include a statement to that effect.</p> <p><i>Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Applicant’s Chapter 12L submissions shall be grounds for rejection of the Proposal and/or termination of any subsequent agreement reached on the basis of the Proposal.</i></p>
<b>RSD #6</b>	Organization’s current global budget.

**VIII. FAILURE TO PROVIDE INSURANCE**

Unless otherwise stated, within ten (10) business days of the receipt of a Notice of Award of a Grant, the Applicant to whom the grant is awarded shall deliver the specified insurance certificates and policy endorsements to City, in accordance with the insurance requirements set forth in Article 10 of Attachment 1, City’s Grant Terms. If the Applicant fails or refuses to furnish the required insurance within ten days after receiving a Notice of Award of a Grant, the City may, at its option, determine that the Applicant has abandoned its Proposal.

**IX. 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, City’s Grant Terms, which Applicants 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 grants awarded from it.

**A. Nondiscrimination Requirements**

A Applicant selected pursuant to this Solicitation may not, during the term of the Grant, 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, City’s*

*Grant Terms for additional details related to the application of this Ordinance to a grant awarded pursuant to this Solicitation.*

**B. Health Care Accountability Ordinance (HCAO)**

A Applicant selected pursuant to this Solicitation shall comply with Labor and Employment Code Article 121. For each Covered Employee, the awarded Grantee shall provide the appropriate health benefit set forth in Article 121.3. If the awarded Grantee 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 Grantee is subject to the enforcement and penalty provisions in Article 121. Any Subcontract entered into by the awarded Grantee shall require any Subgrantee 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, City's Grant Terms for additional details related to the application of this Policy to a grant awarded pursuant to this Solicitation.*

**C. Minimum Compensation Ordinance (MCO)**

A Applicant selected pursuant to this Solicitation shall comply with Labor and Employment Code Article 111. For each Covered Employee, the awarded Grantee 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 Grantee 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 Grantee is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. *Refer to Attachment 1, City's Grant Terms for additional details related to the application of this Policy to a grant awarded pursuant to this Solicitation.*

**D. First Source Hiring Program**

A Applicant 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, City's Grant Terms for additional details related to the application of this Policy to a grant awarded pursuant to this Solicitation.*

**E. Non-Profit Entities**

To receive a grant under this Solicitation, any nonprofit Applicant must be in good standing with the California Attorney General's Registry of Charitable Trusts by the time of Grant execution and must remain in good standing during the term of the contract. Upon request, Applicant must provide documentation to the City demonstrating its good standing with applicable legal requirements. If Applicant will use any nonprofit subcontractors to perform the Grant, Applicant 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 Grant execution and for the duration of the contract.

## F. Other Social Policy Provisions

Attachment 1, City's Grant Terms, identifies the City's applicable social policy provisions related to a grant awarded pursuant to this Solicitation. Applicants are encouraged to carefully review these terms and ensure they are able to comply with them.

## X. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

### A. How to Register as a City Supplier

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

**Step 1:** Register as a BIDDER at City's Supplier Portal:

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

**Step 2:** Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector's Office and submit the online 12B Declaration for Article 131 (Equal Benefits Program) compliance through the Supplier portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

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

### B. Proposal Submissions

#### 1. Proposal Format

Proposals must be created using a word processing software (e.g., Microsoft Word, Corel WordPerfect), text should be unjustified (i.e., with a ragged-right margin) using a 12 point serif font (e.g., Times New Roman, and not Arial), page margins should be at least 1 inch on all sides (excluding headers and footers), use 1.5 line spacing, and sections be within articulated page limits. Document footers should include sequential page numbers, agency name and category of the application (e.g., service area). **Please convert all forms into "PDF" format for proposal submission, unless otherwise instructed.**

**Department staff will confirm receipt of all proposal submissions within three (3) business days after receipt of the application packet.**

#### 2. Mandatory Letter of Intent Submission

Applicants intending to submit a proposal must submit a letter of intent to DEC by the deadline established in **Table A of the Solicitation Schedule**. The letter of intent should be on agency letterhead and indicate the applicant's intent to apply for this solicitation (DEC26-01). The letter should reference the title of this Solicitation. To the extent possible, the letter should identify the agencies proposed to receive funding under the grant, including the lead Applicant and any

subcontractors. Letters of intent are non-binding and are used by DEC staff for planning purposes, including estimating the number of proposal evaluators needed. The letters of intent are to be emailed to DEC-Contracts@sfgov.org. Please include the term “RFGA DEC26-01 Letter of Intent” in your subject line.

### **3. Time and Place for Submission of Applications**

Applicants shall submit via email two (2) electronic PDF files, one (1) Excel document, and any required separate attachments to DEC@Contracts@sfgov.org by the deadline specified in **Table A of the Solicitation Schedule**, in accordance with the instructions set forth in **Attachment 5 – RFGA Forms Overview**. Email submissions should be clearly marked. If you have multiple submissions, please send a separate email for each proposal. If there are corrections made to the original submission, please resend the full corrected proposal. 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.

Applicants are encouraged to email their proposals to DEC-Contracts@sfgov.org as early as possible to address any technical issues that may arise during the submission process.

**DEC staff will confirm receipt of all Respondent submissions within three (3) business days after the deadline for receipt noted above.**

#### **C. Solicitation Addenda**

The City may modify this Solicitation, prior to the Proposal Due Date, by issuing an Addendum to the Solicitation, which will be posted on the DEC website. **The Applicant 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 Applicant consult the website frequently, including shortly before the Proposal Due Date, to determine if the Applicant has downloaded all Solicitation Addenda. It is the responsibility of the Applicant 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 APPLICANTS OF THE TERMS FOUND IN THIS SOLICITATION, ANY AND ALL ADDENDA ISSUED TO THIS SOLICITATION, AND THE PROPOSED GRANT TERMS.**

#### **D. 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 Applicants shall be open to inspection immediately after a grant 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 grant or other benefit until and unless that person or organization is awarded the grant 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 Applicant(s) of the Request and to provide the Applicant with a description of the material that the City deems responsive and the due date for disclosure (“Response Date”). If the Applicant asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Applicant 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 Applicant seeks judicial relief on or before the Response Date. Should Applicant fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

#### **E. Limitation on Communications During Solicitation**

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancelation or final Award), Applicants and their subcontractors, vendors, representatives and/or other parties under Applicant’s control, shall communicate solely by sending an email to DEC-Contracts@sfgov.org. Please include the term “RFGA DEC26-01” in your subject line. Any attempt to communicate with any other party – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of the City, result in the disqualification of the Applicant or potential Applicant from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

#### **F. 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. If a satisfactory contract cannot be negotiated in a reasonable amount of time DEC, in its sole discretion, may terminate negotiations with the highest ranked applicant and begin grant negotiations with the next highest ranked applicant.

#### **G. Cybersecurity Risk Assessment**

As part of the City’s evaluation process, the 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:** Applicant’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 Applicant. The reports will be evaluated by DEC 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 Applicant 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.

#### **H. Solicitation Errors and Omissions**

Applicants are responsible for reviewing all portions of this Solicitation. Applicants are to promptly notify the City, in writing and to the Solicitation contact person if the Applicant 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.

#### **I. Objections to Solicitation Terms**

Should a Applicant object on any ground to any provision or legal requirement set forth in this Solicitation, the Applicant 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 Applicant to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

#### **J. Protest Procedures**

##### **1. Protest of Non-Responsiveness Determination**

Within three (3) business days of the City's issuance of a Notice of Non-Responsiveness, a Applicant 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 Applicant, 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.

##### **2. Protest of Non-Responsible Determination**

Within three (3) business days of the City's issuance of a Notice of Non-Responsibility, a Applicant 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 Applicant, 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.

##### **3. Protest of Grant Award**

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

#### **4. 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 emailed to DEC-Contracts@sfgov.org 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.

#### **K. 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 Applicant's election, the Proposal may remain valid beyond the 180-day period in the circumstance of extended negotiations.

#### **L. Revision to Proposal**

A Applicant may revise a Proposal on the Applicant's own initiative at any time before the deadline for submission of Proposals. The Applicant 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 Applicant. At any time during the Proposal evaluation process, the City may require a Applicant to provide oral or written clarification of its Proposal. The City reserves the right to make an award without further clarifications of Proposals received.

#### **M. 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 Applicant from full compliance with the specifications of this Solicitation or any grant awarded pursuant to this Solicitation.

#### **N. Financial Responsibility**

The City accepts no financial responsibility for any costs incurred by a Applicant in responding to this Solicitation. Applicants 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.

#### **O. Applicant's Obligations under the Campaign Reform Ordinance**

If a grant 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, Applicants are hereby advised:

1. Submission of a Proposal in response to this Solicitation may subject the Applicants to restrictions under Campaign and Governmental Conduct Code Section 1.126, which prohibits City contractors, Applicants, 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, Applicants are required to notify their affiliates and subcontractors listed in the awarded grant 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 grant, 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 subgrantees listed in the awarded grant 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 grant until either: (1) negotiations are terminated and no grant is awarded; or (2) twelve months have elapsed since the award of the grant.

A violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, Applicants should contact the San Francisco Ethics Commission at [\(415\) 252-3100](tel:4152523100) or go to <https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders>.

**P. 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.

**Q. 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 Applicant's failure to comply with this Solicitation.

**R. 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 goods are to be delivered or 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 Applicant'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 Applicant'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 Applicant'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 grant, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another Applicant and may proceed against the original selectee for damages.
4. City reserves the right to reject any Proposal on which the information submitted by Applicant fails to satisfy City and/or if Applicant 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 Applicant or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.