

CHILDREN AND FAMILIES COMMISSION



From Day One

CITY AND COUNTY OF
SAN FRANCISCO

REQUEST FOR PROPOSAL

Family Support Initiative

Number 05

Prepared by:

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SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION
Family Support Initiative
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SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION
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SCHEDULE OF EVENTS

1.	RFP is advertised and issued	April 26, 2002
2.	Pre-proposal conference @ 101 Grove Street, Room 300, 1:00 p.m.	May 17, 2002
3.	Mandatory Letter of Intent	May 24, 2002
4.	Proposal Submission Deadline	June 12, 2002

I. General Information

A. Introduction

In November 1998, the voters of California passed Proposition 10, the California Children and Families Act of 1998, the "Act." Funded from additional excise taxes imposed on tobacco products, the Act is directed to promoting, supporting, and improving the early development of children from the prenatal stage to five years of age. The Act facilitates the creation and implementation of comprehensive and collaborative systems and services to enhance optimal early childhood development. It emphasizes local decision making to provide for greater flexibility and access to services.

The Proposition 10 funds are administered at the state level by the California Children and Families Commission and at the county level by county children and families commissions appointed by local boards of supervisors. Before county commissions can allocate these funds, they must adopt comprehensive strategic plans consistent with the intent of the Act.

B. The San Francisco Children and Families Commission

In accordance with provisions of the Act, the San Francisco Board of Supervisors appointed the nine Commissioners on the San Francisco Children and Families Commission in May 1999. They reflect San Francisco's diverse population, its well-developed child health and development sector, and its commitment to public-private partnership in planning and implementation of complex public policy.

The San Francisco Children and Families Commission established two committees to develop the Strategic Plan. The Strategic Planning Advisory Committee has 15 members, primarily child health, family support, and early care and education experts. The Civic Engagement Advisory Committee has 15 members and is chaired by a Commissioner. The San Francisco Children and Families Commission developed this Strategic Plan in collaboration with pre-existing county and private agencies.

The mission of the San Francisco Children and Families Commission is to instill an enduring obligation in San Francisco residents and government to ensure the opportunity for optimal health and development for every child born and raised in this county. This means a commitment to support young children and their families from prenatal to five years of age through abundant opportunities to be healthy, learn, and grow. Children will reach their full potential. Families will be empowered and engaged civic partners in the work of the Commission.

Copies of the Strategic Plan can be located on the Commission's website www.sfkids.org, or by calling (415) 934-4849.

C. Scope of Funding and Grant Term

This Request for Proposal (hereafter referred to as the “RFP”) addresses needs related to Focus Area 3 Family Support and Parent Education

The Commission has allocated a maximum of \$6,000,000 over 3 years for this project. Individual grant awards will not exceed \$600,000 for 3 years.

To ensure that services are accessible to families in as many communities as possible the Commission will award grants for neighborhood-based and for citywide, community-based services.

The Commission will fund services for children and families in the following five groups of neighborhoods, which have a large number of children age 0 – 5 and a need for additional or expanded family support services. Also, the Commission will fund services for children age 0 – 5 and their families who are members of communities that reside throughout San Francisco and need additional or expanded family support services. The six areas for which funding is available are:

1. Potrero Hill, Bayview, and Hunters Point
2. Visitacion Valley; Portola; Excelsior; and Oceanside, Merced Heights, and Ingleside (OMI)
3. Richmond and Sunset
4. Mission and Bernal Heights
5. Chinatown, Tenderloin, South of Market, and Western Addition
6. Citywide services for children and families who are members of a community that is located throughout San Francisco and is not concentrated in any neighborhood

Therefore, the Commission only will accept proposals to create or expand

- **neighborhood-based services in all or part of one of these five groups of neighborhoods, or**
- **citywide, community-based services.**

Proposals will not be evaluated from entities that apply for funding for services in more than one of the five groups of neighborhoods or for funding for both neighborhood-based and citywide, community-based services. An agency may apply for funding for either neighborhood-based or citywide, community-based services.

An agency may seek funding in only one proposal, either as part of a collaborative or as an individual applicant. Proposals will not be evaluated from entities that seek funding through more than one application.

Approximately \$900,000 over 3 years is available for services in each of five groups of neighborhoods. Approximately \$1,500,000 over 3 years is available for citywide services.

Non-competing second and third year continuation grants will be available to applicants who demonstrate success in achieving program goals as evidenced by required reports, evaluation and/or site visits. Although the Commission acknowledges that some activities may take longer than one year for completion, initiatives should be designed to have some measurable impact during the first year.

The Commission will require the submission of revised and updated work plans and budgets for review and approval prior to the disbursement of funds in years 2 and 3 of this grant.

Allowable and Not Allowable Costs

- Requested funding must be used to implement the types of activities described in the “Scope of Work.”
- Funds cannot be used for activities outside of the “Scope of Work.”
- **This grant shall be used only to supplement existing levels of service and not fund existing services. No grant funds shall be used to supplant state or local general fund money for any purpose.** In other words, this funding cannot replace other federal, state, or local funds currently used or already planned and committed for expansion activities, nor may grant funds be used to replace existing program revenues.
- The funds shall only be used for services to children 0 – 5 years old, their families or caregivers, or expectant parents.
- Indirect costs may not exceed an amount equal to 15% of the funds requested for personnel costs.

II. Program Overview for Family Support

A. Objective

Parents told the Commission during the development of the Strategic Plan that they would like to access a single point of contact for services and assistance. Today, support and other services may be scattered among an array of service providers. As a result, families may have to travel from place to place to get the services and assistance they need.

To address this problem, the Commission will fund family support centers that will link an array of services so families can more easily get help and support. These centers would provide families with support, education, and information at a single, easily accessible place. In addition, these centers would enable parents, caregivers and community members to create parent-friendly, family and child-centered, culturally and linguistically appropriate spaces and activities that build community, expand knowledge, increase resiliency, and deepen wisdom and joy.

It is the Commission’s expectation that through this initiative more families will have improved access to family support services. This will be done by providing

new family support services in communities that currently do not have access to a family support program, expanding family support programs in communities where there are unmet needs, improving the quality of family support programs already providing service, and/or better coordinating existing family support services.

Principles of Family Support

Family Support is more than just a service delivery system. It is built upon the premise that the primary responsibility for the development and well-being of children lies within the family, and all segments of society must support families as they rear their children.

There are also a number of principles that guide family support. These include:

1. Staff and families work together in relationships based on equality and respect.
2. Staff enhance families' capacity to support the growth and development of all family members – adults, youth, and children.
3. Families are resources to their own members, to other families, to programs, and to communities
4. Policies and practices affirm and strengthen families' ethnic racial and linguistic identities and enhance their ability to function in a multicultural society.
5. Programs are embedded in their communities and contribute to the community-building process.
6. Programs advocate with families for services and systems that are fair, responsive, and accountable to the families served.
7. Practitioners work with families to mobilize formal and informal resources to support family development.
8. Programs are flexible and continually responsive to family and community issues.
9. Principles of family support are modeled in all program activities including planning, governance, and administration.

("Making the Case for Family Support," Family Support America)

Therefore, the Commission expects that the services provided with the funds awarded through this RFP will be in accord with the above principles.

B. Statement of Need

Family Support programs attempt to fill the gaps that families today are experiencing in their support systems. They provide safe, comfortable and accessible places for children and families. Extensive research has demonstrated the need for strong and passionate parent/caregiver support.

As stated above, parents expressed concern to the Commission that they could not easily get the support and information they need. Some neighborhoods and communities may have providers of family support services, but the need may exceed the capacity or expertise of the providers. In other neighborhoods and communities, services exist but they are not provided in a way that integrates all of the supports families may need. And there are some neighborhoods and communities that do not have access to culturally and linguistically appropriate family support services.

III. Scope of Work

Through this initiative, the Commission will fund family support service centers that embrace the principles articulated above in Part II. A. These centers will provide services that enhance families' ability to raise their young children to reach their fullest potential. Each center will be expected to augment or develop its capacity and expertise to support families with young children on multiple issues. Centers will look at families holistically and, to the extent possible, will serve as a single source of support for the family. Center staff will support families with direct services, referrals, and case management to build on families' strengths to address the challenges they face. The services will be parent driven and child centered. These centers will be integrated into the larger community of services for children age 0- 5 and their families.

Successful applicants will be required to link their activities with other Commission initiatives such as the School Readiness Initiative, Healthy Kids, mental health consultations at child care programs, programs helping homeless families to transition to long-term stability, and Parent Ambassadors.

Further, the Commission hopes that the services funded through this RFP will be sustainable over time with other resources, as the Commission's revenues continue to decline.

A. Core services at these centers must include:

1. Outreach

During its needs assessment, the Commission identified a need to improve outreach to the linguistically and culturally diverse groups in San Francisco so they can better access the many services that already are available. Many families reported a sense of isolation. Too often when families need help, they do not know where to go to for assistance. Thus, the Commission wants to make all families aware of the benefits of family support.

Families in some linguistic and cultural communities live throughout San Francisco – not solely in one neighborhood or part of the city. Outreach to and services for such scattered families are more difficult and, thus, the Commission seeks to fund services that would improve these families' ability to access and receive services.

Thus, for both neighborhood-based and citywide, community-based services, the Commission seeks to fund outreach services that will ensure that the proposer's target community can easily access the proposed family support services.

2. Meet and Eats

The concept of "meet and eats" developed out of the Community Conversations that were held in the spring of 2000 during the development of the Commission's "Initial Strategic Plan." They are family friendly environments where parents/caregivers of young children can gather around a meal to support each other in an informal way; build community to reduce their and their children's isolation; and connect with available services. Meet and Eats are a way to help break isolation -- a way for families to get to know others in their community. They can also offer opportunities for service providers to share information or provide training.

3. Parent Education

Parent education services teach information and skills to parents, caregivers, and/or family members. The Commission is looking to increase the level of parent education services by augmenting and enhancing current services and implementing new services. The Commission wants to fund parent education that builds on the strengths and capacities of families and also addresses gaps in Parent Education services, including the need for increased services that are "parent driven," services that are responsive to varying learning styles; more services targeted to fathers and teen parents; and increased services that are culturally and linguistically competent.

As the commission has identified the elimination of preventable diseases as one of its objectives, all programs funded through this initiative must include educational activities on prevention of environmental health hazards, child safety, and the dangers of smoking during pregnancy and around young children. Other parent education subjects could include school readiness, financial literacy, enhancement of personal development skills, stress reduction, child health, oral health, communication skills, problem solving skills, smoking cessation, child care options, child development, and accessing public services.

Parent education can be provided through Meet and Eats, classes, support groups, individual counseling sessions, newsletters, and other means.

4. Individual and/or Family Counseling

These services respond to parents' special concerns about their children, other family members, and specific family issues. Counseling can be either short-term or long-term.

5. Case Management

Case management provides an integrated, multidisciplinary approach to supporting families as they strive to address issues of concern. Case management involves working with an individual family to find out about their strengths and goals, and to identify the available resources they can use to better achieve those goals. Counseling and information and referral services are often part of case management. Case management also offers a program the opportunity to track what happens to the families who are receiving support services through either through that agency or another organization.

6. Information and Referral Services

These services link families with other resources in the community. Quality information and referral services are more than providing a phone number to another program. Successful information and referral starts with the provision of accurate information but includes supporting and advocating for families as they navigate through the systems of service they are trying to access. Follow up is provided to determine if the referral fulfilled the families' needs.

7. Parent Link

The Commission wants to ensure that parents are empowered partners in its work. Therefore, agencies that receive funding from the Commission should involve parents in leadership roles throughout their organization and link parents to the Civic Engagement Project and Advisory Committee. Thus, participation in Parent Link is required of all grantees. See Attachment 6 for more information.

B. Optional services at the centers may include one of more of the services listed below. In addition, applicants may include other family support services that are responsive to the needs of their target communities.

1. Home Visiting

Home visiting is a means of providing a service, not a service unto itself. Home visiting can be an appropriate means of providing family support services. Therefore, applicants may propose serving identified groups of parents and families through a home visiting program of family support.

2. Parent/Child Groups and Whole Family Activities

These activities provide occasions for parents to spend time with their children in activities that are jointly planned by parents and staff.

3. Respite or Drop-In Child Care

Respite or drop-in child care may be provided to families who are participating in other family support activities. Drop-in child care provides informal opportunities for parents to spend time with staff members and other parents. Respite care enables parents to leave their children with a qualified care giver when they need a few hours away from their children.

4. Advocacy

Advocacy efforts may be made on behalf of specific families with distinct concerns or on behalf of the entire community for systems and services that are equitable, inclusive, and responsive. Advocacy may also include helping develop parents' skills to advocate for their children and the needs of families in their community.

5. Basic Needs Assistance

These services include clothing exchanges, food pantries, transportation, and other material supports.

(Much of the above descriptive language for Family Support services is derived from The California Family Resource Center Learning Circle's "Family Resource Centers, Vehicles for Change" and Family Support America's "The Case For Family Support.")

C. Implementation Plan

Successful applicants should develop an implementation plan that will guide their expansion from their current level of services to the level included in their grant. Thus, applicants are encouraged to include up to a four-month planning period to help ensure the successful start of their proposed activities.

D. Services to Children with Special Needs

The Commission has prioritized services to families with children with special needs, which include children with special health needs, challenging behavior, and mental and physical disabilities.

All proposals must demonstrate how the applicants will recruit and serve families with children with special needs. In the second year of funding, all applicants must ensure that five percent of the families they serve have children, aged 0-5, with special needs. In the third year of funding, ten percent of all families served must have children, aged 0-5, with special needs.

E. Evaluation

All providers must participate in a process to evaluate the quantity and quality of the services funded through this RFP. All grantees must conduct a self-evaluation of their program. In addition, all grantees must agree to accept any future Commission defined evaluation system. The Commission agrees to work with all grantees to develop, to the extent possible, a system that meets the needs of each individual grantee and the Commission.

Through the funded activities, the Commission seeks to achieve the following objectives:

- All parents and caregivers with children 0-5 have easy access to information that will help them raise their children.
- Culturally and linguistically appropriate family support and parent education services are available and accessible to all families with children age 0-5.
- Parents have adequate support to create neighborhood-based programs for both themselves and their children.
- All parents and caregivers will enroll their children in kindergarten and advocate for their children's education.

IV. Request for Proposal Process and Requirements

A. Applicant Eligibility

To apply for funds under this RFP, an applicant may be a non-profit, agency, school, college, or university; public charity; religious organization; municipality; or unit of government located in the City and County of San Francisco or other similar organization. Non-profit, public charity, religious and other similar organizations exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code must submit proof of their non-profit status.

Faith based organizations may apply. Active participation in the faith cannot be a prerequisite for individuals receiving services utilizing Proposition 10 dollars. An organization may apply as a single entity or as the lead agency for a collaborative effort.

The applicant must be located in San Francisco and must serve residents of the City and County of San Francisco.

B. Communication with Potential Applicants

All questions regarding this Request for Proposal will be answered only at the Pre-proposal Conference discussed in the "Pre-proposal Conference Section" below. Should the Commission be unable to respond to a question raised at the Conference, the answer will be mailed to each organization that received a copy of this Request for Proposal directly from the Commission.

No questions will be entertained from potential applicants after the Applicants Conference. However, if a potential applicant notices an error in this Request for

Proposal, this error should be promptly brought to the attention of the Commission. The Commission will not accept notices of errors received later than one week prior to the due date for submission of proposals. All error notices must be submitted in writing to **Derik Aoki, Senior Program Officer, San Francisco Children and Families Commission, 1390 Market Street, Suite 900, San Francisco, CA 94102**. Any needed modifications will be made by issuing addenda to the Request for Proposal as described below.

The Commission may modify the Request for Proposal, prior to the proposal due date, by issuing written addenda. Such addenda will be mailed to each organization that received a copy of this Request for Proposal directly from the Commission.

C. Pre-proposal Conference

Proposers are encouraged to attend a Pre-proposal Conference on **May 17, 2002 at 1:00 p.m.** to be held at the Department of Public Health, 101 Grove Street, Room 300, San Francisco, CA 94102. All questions will be addressed at this conference and any available new information will be provided at that time.

The City will keep a record of all parties who request and receive copies of the RFP. Any requests for information concerning the RFP whether submitted before or after the pre-proposal conference, must be in writing, and any substantive replies will be issued as written addenda to all parties who have requested and received a copy of the RFP from the San Francisco Children and Families Commission. Questions raised at the pre-proposal conference may be answered orally. If any substantive new information is provided in response to questions raised at the pre-proposal conference, it will also be memorialized in a written addendum to this RFP and will be distributed to all parties that received a copy of the RFP. No questions or requests for interpretation will be accepted after the pre-proposal conference.

D. Mandatory Letter of Intent

Organizations intending to submit a proposal are required to submit a Letter of Intent, so it is received by Commission **by 5:00 pm, May 24, 2002**, indicating that they intend to submit a proposal in response to this RFP No. 05.

Proposals will not be evaluated from entities that fail to submit a Letter of Intent. Faxes and electronic mail will not be accepted.

The Letter of Intent must be the original, not a copy, and must include:

- Presentation on the applicant's letterhead with the applicant's name, address, telephone, fax number, and e-mail address, if one is available
- A brief description of the project
- A statement of the RFP being applied for:
RFP – 05 Family Support
- A statement of which one of the five groups of neighborhoods the applicant is seeking to serve or a statement that the applicant is seeking funding for citywide, community-based services. (See Section I, General Information, Scope of Funding and Grant Term.)

- The approximate amount being requested.

The Letter of Intent should be no longer than two (2) pages, and must be signed by an official authorized to bind the organization.

Letters of Intent are to be mailed or hand delivered to the following address:

Derik Aoki, Senior Program Officer
San Francisco Children and Families Commission
1390 Market Street, Suite 900
San Francisco, CA 94102

A proof of receipt will be date stamped by the Commission and attached to each Letter of Intent received. The Commission will give a receipt to the carrier or person making a personal delivery, if requested. This receipt constitutes the only proof of receipt. Letters of Intent that are not received by the date and time specified above will be returned unopened.

V. Proposal Submission and Review

A. Format of Proposal

Proposals must be typed, with single line spacing, no smaller than 12-point pitch and not hand written. Allow at least 1-inch margins at top, bottom, and sides of the paper. **The narrative of the proposal (items 3 through 6 listed below in V.B. Contents) may not exceed 12 pages.** The name of the applicant agency should appear at the top of each page. All pages should be numbered sequentially.

Submit one (1) original proposal and eight (8) copies.

- Do not put proposals in binders. A binder clip or staple is acceptable.
- The signature on the Cover Sheet must be signed in ink in the original proposal package. Signature stamps are not acceptable. The eight additional copies may include photocopied signatures.

B. Contents

All proposals must contain the following:

1. The Proposal Cover Sheet (Attachment 1)
2. Table of Contents
3. Needs Assessment
 - Target Community
 - Summary of Needs
4. Program Activities
 - Services to be Provided
 - Implementation Plan
 - Evaluation Plan
5. Agency Qualifications
 - Agency Description/Capability
 - Staffing
6. Budget Narrative
7. Budget (Attachment 2)
8. Accountability Worksheet (Attachment 4)
9. Required Documents (Attach the listed documents)
 - a) A list of the proposed organization's board of directors with affiliations.
 - b) An organization chart for the proposal that shows placement of this project, and diagrams of relationships with any sub grantees and/or other key collaborators
 - c) Resumes of key staff and consultants
 - d) Letter(s) of commitment from key partners
 - e) Proof of nonprofit status
 - f) A copy of the agency's most recent audit
 - g) A list of the proposed organization's ten largest current funders including contract/grant amount, contact person and contact information. (Note: This information will be used for the sole purpose of reference checks.)

Applications should include only the components and attachments described in Section V. B. Contents. NOTE: Do not include any additional attachments or appendices, as these will not be presented to the independent reviewers.

C. Submission Instructions

All proposals must be submitted according to the application guidelines.

An application WILL be returned without consideration for the following reasons:

- It is received after 5:00 p.m. on **June 12, 2002**.
- It does not contain all the required components, information or documentation.
- It does not follow the required format.
- It is illegible.

- It exceeds the specified page limitations.
- It is not responsive to the Scope of Work.
- It does not contain 1 original and 8 copies.
- A mandatory Letter of Intent was not received by the deadline.

Please submit **an original and eight copies** of the proposal no later than 5:00 p.m. on **June 12, 2002**. The proposals must be assembled together, placed in one package and submitted as follows:

PROPOSAL RFP-05

San Francisco Children and Families Commission
1390 Market Street, Suite 900
San Francisco, CA 94102

- Proposals can be mailed or hand delivered. There will be no grace period for the deadline. Proposals will not be accepted after 5:00 p.m. The Commission takes no responsibility for the receipt of handling of any proposal that is mailed and not hand-delivered.
- There will be no appeal process for late or rejected proposals.
- Applications should be submitted on standard size (8 ½ by 11), standard weight white paper.
- Applications should be single-spaced.
- Applications must be printed and in a font no smaller than 12 points.
- Do **not** bind proposals with any type of cover; cover page, three-ring binder, or folder.
- Do not include anything that cannot be photocopied, that has staples or is folded or oversized. Do not include video or audiotapes.

D. Terms and Conditions for Receipt of Proposals

➤ **Errors and Omissions in RFP**

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Commission, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Commission promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

Failure by the Commission to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the applicant from full compliance with the specifications of the RFP or any grant awarded pursuant to the RFP.

➤ **Addenda to RFP**

The Commission may modify the RFP, prior to the proposal due date, by issuing written addenda. Addenda will be sent via regular, first class U.S. mail to the last known business address of each firm listed with the Commission as having received a copy of the RFP for proposal purposes. The Commission will make reasonable efforts to notify proposers in a timely manner of modifications to the RFP. Notwithstanding this provision, the proposer shall be responsible for ensuring that its proposal reflects any and all addenda issued by the Commission prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer call the Commission before submitting its proposal to determine if the proposer has received all addenda.

➤ **Terms of Proposal**

Submission of a proposal signifies that the proposed services and prices are valid for 120 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.

➤ **Revision of Proposal**

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Commission may require a proposer to provide oral or written clarification of its proposal. The Commission reserves the right to make an award without further clarifications of proposals received.

➤ **Financial Responsibility**

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

➤ **Proposer's Obligations Under the Campaign Reform Ordinance**

Proposers must comply with Section 16.510-2 of the S.F. Administrative Code, which states:

No person who contracts with the City and County of San Francisco, for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective

officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and either the completion of, or the termination of, negotiations for such contract.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

the officer's re-election campaign

a candidate for that officer's office

a committee controlled by the officer or candidate

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (i) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (ii) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Persons who knowingly or willfully violate section 16.510-2 are subject to a fine of up to \$500 and a jail term of six months, or both. (S.F. Administrative Code Section 16.515(a)). Persons who negligently violate section 16.510-2 are subject to a civil penalty of up to \$500. (S.F. Administrative Code Section 16.515(b)).

For further information, proposers should contact the San Francisco Ethics Commission at (415) 554-9510.

➤ **Sunshine Ordinance**

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organizations net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

➤ **Public Access to Meetings and Records**

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with the reporting requirements of that Chapter. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

➤ **Conflict of Interest**

No officer or employee of the proposer who may financially benefit from the provision of services hereunder shall in no way participate in the Commission's approval or ongoing evaluation of such services, or in any way attempt to unlawfully influence the Commission's approval or ongoing evaluation of such services.

Proposer shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of any resulting agreement. Proposer warrants that it is not now aware of any facts that create a conflict of interest. If proposer hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the Commission. Full written disclosure shall include, without limitation, identification of all persons implicated and a complete description of all relevant circumstances.

➤ **Reservations of Rights by the City**

The issuance of this RFP does not constitute an agreement by the City that any grant or contract will actually be entered into by the City. The City expressly reserves the right at any time to:

- a. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
- b. Reject any or all proposals;
- c. Reissue a Request for Proposal;
- d. 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 RFP, or the requirements for contents or format of the proposals;
- e. Procure any materials, equipment or services specified in this RFP by any other means; or
- f. Determine that no project will be pursued.
- g. Offer to fund all or part of the proposal at an amount less than requested.

➤ **Late Proposals**

Proposals are due at the precise time shown on the due date. No late proposals will be accepted.

This Request for Proposal (RFP) is not a commitment, grant, or contract of any kind. The San Francisco Children and Families Commission welcomes proposals from all qualified service providers. SFCFC may, in its sole discretion, enter into contracts with any qualified provider. SFCFC reserves the right to pursue any and/or all ideas generated by this request. The Commission reserves the right to reject any and all proposals.

As of the issuance date of this RFP and continuing until the final date for submission of proposals all City and County personnel are specifically directed not to hold meetings, conferences or technical discussions with any contractor or grantee for purposes of responding to this RFP. Any contractor or grantee found to be acting in any way contrary to this directive shall be disqualified from entering into any grant that may result from this RFP.

➤ **No Waiver**

No waiver by the Commission of any provision of this RFP shall be implied from any failure by the Commission to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

VI. Narrative Details

All of the following components must be included in the proposal, in the order presented below:

Needs Assessment

Target Community

- Provide a description of the neighborhood or citywide community the project will serve. Include demographic and socio-economic characteristics, racial/ethnic composition, and any other diverse cultural or linguistic patterns that describe the families in this neighborhood or community.

Summary of the Needs

- Provide a justification for why this project is needed. Describe any family support services currently available to the target community and how the proposal will compliment these services. Include information about the specific needs the proposed initiative is designed to address.

Program Activities

Services to be Provided

- Provide detailed information about the project including a description of how the project will address this RFP's Scope of Work (see section III) and will comport with the Principles of Family Support (see Section II). Describe how each of the *core services* will be provided, as well as any *optional services*. Describe how these services will achieve the Commission's desired outcomes. (See section III.E. Evaluation.)
- Describe how these program activities are appropriate and responsive to meet the needs of your targeted community, including any provisions to ensure the services are culturally and linguistically appropriate.
- Describe how the project compliments existing family support services and integrates services for families as a single center of support.
- Describe how children with special needs will be recruited and served.
- State how many children age 0-5 and their families will benefit from the proposed services.

Implementation Plan

- Specify how you intend to recruit and select children age 0-5 (including children with special needs) and their families.
- Provide a description of implementation steps and a timeline for implementation.

Evaluation Plan

- Indicate the outcomes that the proposed project are designed to achieve. You may select from the list of objectives listed on page 9 of the RFP or, if necessary, create objectives that best describe your project. These objectives should be broad enough to cover the range of activities that you will be undertaking.
- Present a plan for evaluating the proposed initiative. Describe in detail the types of measurements you will be using (surveys, focus groups, etc.) to measure not simply the quantity of services you provide, but their quality and their effect on the families and children you serve. Describe how you will gather the necessary information, and who will be leading the evaluation.
- Explain how families will be involved in the evaluation, and how you will gather their own assessment of the services provided.
- Complete the attached Accountability Worksheet (Attachment 4).

Agency Qualifications

Agency Description/Capability

- Provide a brief history of your agency. If it is a new agency, explain why you chose to develop a new organization rather than build on an existing one.
- Describe your agency's mission and how this project fits in with your current activities.
- Describe how the principles of family support are a part of your agency's way of conducting business.
- Describe your agency's experience working with families in the targeted neighborhood or community.
- Provide examples of past accomplishments that relate to the purpose of this RFP.

Staffing

- Provide a list of current staff that will be involved in the implementation of the proposed project and a brief description of what their responsibilities will be. Also provide a list of new positions that will be created for the project and the responsibilities of each position.
- Include resumes for the project manager, key staff, and/or consultants who have already been identified for the project.

Budget, Budget Narrative, and Sustainability

Budget

- Complete the Budget Form (Attachment 2) for each year of the project, showing the amount and purpose of requested funds. Show other cash and in-kind resources if available to your organization to support this project. (Each year's budget is subject to renegotiation at the beginning of the year.)
- Proposals may allocate a portion of the budget to cover the costs of in-house or independent evaluation.
- Proposals must allocate a portion of the budget to cover the costs of staff training.

Budget Narrative and Sustainability

- Provide a budget narrative to explain the budget items requested and how they will support completion of funded grant activities.
- If existing staff will be used for this project, use the budget narrative to explain how the use of these funds will not violate the requirement that Commission funds not be used to supplant existing funds and that activities must supplement existing levels of service.
- Describe your plan for securing financial resources to ensure the long-term viability of the project.

VII. Proposal Evaluation and Award Process

A. Review and Selection of Proposals

The steps to the application review process include:

1. The Commission staff will review each application to ensure that basic requirements for the Scope of Funding, Scope of Work, content, and formatting are met. Applications that do not meet the basic requirements will not be considered. The Scope of Funding is described above in Section I of this RFP. The Scope of Work is described above in Section III. Basic format and content requirements are described above in Section V and VI.
2. Independent reviewers will individually read and score proposals according to the criteria described below. **Proposals only will be reviewed against others seeking funding for services in the same group of neighborhoods or for citywide services. (See Section I, General Information, Scope of Funding and Grant Term.) Within each of the five groups of neighborhoods, a panel of reviewers will rank the proposals in preference for funding based on their scores. A panel of reviewers will also rank the proposals for citywide services in preference for funding based on their scores. Each of the six panels of reviewers (five groups of neighborhoods and citywide) will develop a ranking for funding based on the rankings of the individual reviewers.**
3. Commission staff will assess the ranked proposals and advise applicants in writing that the Commission wishes to enter into negotiations. Unsuccessful applicants will be notified in writing of their project status and will again be advised of their protest rights. To the extent possible, staff will recommend entering into negotiations with the agencies whose proposals are the highest ranked by the reviewers. **However, staff may recommend entering into negotiations with agencies whose proposals are not the highest ranked by the independent reviewers if this will increase the geographic, ethnic, cultural, or linguistic diversity of children and families served through this initiative.**
4. After negotiations are completed, Commission staff will make a final funding recommendation to the Commission.
5. The full Commission may approve the funding recommendation or provide staff with instructions for reassessing the proposals. Once the Commission approves a final funding recommendation, all applicants will be notified in writing of the status of their proposal. Only after the Commission authorizes the awarding of funds will a grant agreement be executed.

B. Evaluation Categories

The evaluation categories and the maximum number of points possible for each are as follows:

CATEGORY	MAXIMUM SCORE
Needs Assessment	15 points
Program Activities	50 points
Services to be Provided (30 points)	
Implementation Plan (10 points)	
Evaluation Plan (10 points)	
Agency Qualifications	15 points
Budget, Budget Narrative, and Sustainability	20 points
	100 points

A proposal must attain a minimum score of 70 points to be considered for funding under this RFP.

As part of its proposal evaluation process, Commission staff may elect to visit agency sites and meet with agency staff to discuss elements of the proposal. The Commission may also contact others in the community regarding the applicant's past history and performance.

Needs Assessment (15 points)

Target Community

- a) Is the community(ies) to be served clearly specified? For services in a neighborhood, is the geographic neighborhood clearly stated? For citywide services, is the citywide community clearly stated?
- b) Does the proposal include demographic data about the target community?
- c) Does the proposal demonstrate an understanding of the cultural and linguistic needs of the target community and population?

Summary of the Needs

- a) Are the needs of the proposed population, their families and communities clearly specified?
- b) Does the proposal describe any existing family support services that are accessible to the target community?
- c) Does the proposal address and demonstrate the need for the proposed services?
- d) Are the needs supported by presentation of factual, relevant and reliable quantitative data?

Program Activities (50 points)

Services to be Provided (30 points)

- a) Do the proposed services fully address this RFPs Scope of Work, seem logical and possible, and comport with the Family Support Principles?
- b) Is the provision of each *core service* as well as any proposed *optional service* adequately described?
- c) Does there seem to be a logical relationship between the Commission's outcomes, the initiative's goals and services to be provided and community needs?
- d) Does the proposed initiative adequately build on existing resources and fill gaps in the current system?
- e) Will the project be a single integrated source of support for families with children age 0-5?
- f) Does the proposal describe how children with special needs will be served?

Implementation Plan (10 points)

- a) Does the proposal provide a description of implementation steps and a timeline for implementation? Are they reasonable?
- b) Is there a clear and effective plan for recruiting and selecting children 0-5, including children with special needs, and their families?

Evaluation Plan (10 points)

- a) Are project goals clearly stated and relevant to community needs?
- b) Are project objectives specific, quantifiable and achievable?
- c) Does the proposal specify an appropriate method for determining whether the project is successful at proposed delivery of service and achievement of project outcomes?
- d) Are the performance measurements relevant and achievable?
- e) Is the Accountability Worksheet (Attachment 4) clear and complete?

Agency Qualifications (15 Points)

Agency Description/Capability

- a) Does the proposal describe the agency's history and mission?
- b) Does the proposed project fit in with the agency's current activities?
- c) Are the Family Support Principles incorporated into the agency's current manner of conducting business?
- d) Are past accomplishments included and relevant to the purpose of the RFP?

Staffing

- a) Does the proposal include provisions for an appropriate number of staff?
- b) Do staff qualifications seem appropriately related to the tasks for which staff will be responsible?
- c) If appropriate, are provisions made for staff who are able to work with linguistically and culturally diverse populations?

Budget, Budget Narrative, and Sustainability (20 Points)

- a) Is the project cost-effective relative to the project goals? (Is the expenditure reasonable for the result?)
- b) Are line item costs adequately identified and explained?
- c) Does the budget describe new and expanded services so Commission funds are not supplanting other funding?
- d) Are funds or in-kind contributions from any other sources going to be used to contribute to the initiative?
- e) Does the budget narrative include a credible strategy for project sustainability beyond Commission funding?

C. Grant Award

The San Francisco Children and Families Commission will select a proposer(s) with whom San Francisco Children and Families Commission staff shall commence grant negotiations. The selection of any proposal shall not imply acceptance by the Commission of all terms of the proposal, which may be subject to further negotiation and approvals before the Commission may be legally bound thereby. If a satisfactory grant cannot be negotiated in a reasonable time the San Francisco Children and Families Commission, in its sole discretion, may terminate negotiations with the recommended proposer and begin grant negotiations with another proposer. Written notification of the Commission's intent to award will be faxed, and a hard copy mailed, to all proposers.

The following apply to funding initiatives:

- Actual award of funding is dependent on a successful grant negotiation.
- If proposals include non-allowable costs, award offers will be reduced by the amount of the non-allowable costs.
- Programs are not required, but are encouraged to provide matching funding.
- Up to three months of the grant award may be provided as an advance following a signed agreement and written request by the agency.

D. Grant Award Protest Procedures

All protests to this solicitation must be received by the Commission within 7 days of the date the intent to award is issued. Protests shall be in writing, shall provide the name, address, and telephone numbers of the protesting party, and shall identify and explain the factual and legal grounds for the protest. The protest shall include and attach any written materials that the protesting party wishes to have considered in determining the protest.

Failure to submit a protest claim at this time shall be deemed a waiver of the right to protest. Moreover, the applicant's protest document shall be the sole grounds upon which a protest shall be considered, and failure to raise a ground for protest during this time shall be a full and final waiver of the ground for protest.

Protests must be received at San Francisco Children and Families Commission, 1390 Market Street, Suite 900, San Francisco, CA 94102 to the attention of the

Senior Program Officer. Protests and all accompanying material must be received by the deadline specified in the notification.

Any protest that is not submitted as provided herein shall be invalid and shall not be considered. All decisions by the Commission will be final and cannot be appealed.

VIII. Responsibilities

A. Required Reports

The Commission may require revisions to the proposal during the grant negotiation process.

Written, quarterly summary progress and financial reports must be submitted to the Commission on all major activities completed or in progress, including evaluation of their impact. The annual report should include a summary description of all activities performed under this RFP and how the goals and objectives have been met. More frequent reporting and/or invoicing may be required at the discretion of the Commission.

B. Miscellaneous Grantee Requirements

The grantee must:

1. Manage and monitor the project on an ongoing basis to ensure the quality and timeliness of the work performed.
2. Inform the Commission immediately verbally and follow up with written documentation as appropriate of any issues or problems that arise during the grant term.
3. Attend designated meetings with other Program grantees and the Commission to discuss project findings, conclusions, concerns and recommendations.

C. Disclaimer

Commission is not responsible for the representations made by any of its officers or employees before the execution of an agreement by the Commission unless such understanding or representation is included in this RFP or in subsequent addenda. Commission is responsible only for that which is expressly stated in the solicitation document and any authorized addenda thereto.

D. Evaluation, Audit, and Monitoring

- Any agency evaluators will be expected to work with Commission staff to coordinate evaluation strategies.
- Each applicant must agree to cooperate with Commission evaluation activities by providing all information requested in reports and complying with any special requests for information and or site visits.
- Each applicant must agree to participate in any financial or program audit and/or monitoring required by the County or State Commission

E. Record Keeping

All program and financial records of this project must be retained by the applicant for 7 years and must be accessible for review by Commission staff or their designees.

F. Insurance & Other Commission Requirements - See Attachments 3-6.

G. Non-Discrimination

The applicant must certify that it does not discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome, HIV status (AIDS/HIV status) or association with members of the named protected classes.

IX. Required Forms, Grant Terms and Conditions, and Exhibits

Attachments 1-6 will be incorporated into the terms of the successful applicant's grant agreement.

PROPOSAL COVER SHEET

Please use this form for your front cover.

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION**RFP 05 – FY 2002 – 2003 – Family Support Initiative**

Name of Agency/Organization	Telephone Number
This proposal is for services in (mark only one): Potrero Hill; Bayview; and Hunters Point ____ Visitacion Valley; Portola; Excelsior; and Oceanside, Merced Heights, and Ingleside (OMI)____ Richmond and Sunset____	Mission and Bernal Heights____ Chinatown; Tenderloin; South of Market; and Western Addition____ Citywide Services____
Program Contact/Title	Telephone Number
Alternate Contact/Title	Telephone Number
Agency Address	FAX Number
Program Summary (provide a summary of up to 50 words that describes your program):	
Amount of Grant Application Request: \$	
Name of Agency Director	
Signature of Agency Director	
Name of the President of the Board of Directors	
Signature of President of the Board of Directors	

Application Deadline: 5:00 pm
June 12, 2002

San Francisco Children and Families Commission
1390 Market Street, Suite 900
San Francisco, CA 94102

A. Budget Request Form

Year 1

Program Expenses						
Personnel	Salary Range	FTE	Amount Requested	Funding from other Sources- Cash	Funding from other Sources In-Kind	Total
A.						
B.						
C.						
D.						
E.						
F.						
Benefits @ _____%						
Subtotal Personnel						

Operating Expenses	Amount Requested	Funding from Other Sources- Cash	Funding from Other Sources In-Kind	Total
A. Rent				
B. Office Support (telephone, copying)				
C. Equipment Lease				
D. Travel				
E. Evaluation Expenses				
F. Training/ Conferences				
G. Insurance				
H. Consultants (if any)				
I. Other (please specify)				
Subtotal Operating Expenses				
Indirect Costs @ ____% of Personnel (May not exceed 15%)				

Budget Total				
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Please identify any in-kind support such as volunteers (identify roles of these volunteers), donated space, equipment etc. that are available to support this project. *The value of these items should be listed in the "Funding from Other Sources" column of the budget request form. If any of these funds are not secured yet, but are anticipated, please put an "NS" next to the amount.*

B. Budget Request Form

Year 2

Program Expenses						
Personnel	Salary Range	FTE	Amount Requested	Funding from other Sources- Cash	Funding from other Sources In-Kind	Total
A.						
B.						
C.						
D.						
E.						
F.						
Benefits @ _____%						
Subtotal Personnel						

Operating Expenses	Amount Requested	Funding from Other Sources- Cash	Funding from Other Sources In-Kind	Total
A. Rent				
B. Office Support (telephone, copying)				
C. Equipment Lease				
D. Travel				
E. Evaluation Expenses				
F. Training/ Conferences				
G. Insurance				
H. Consultants (if any)				
I. Other (please specify)				
Subtotal Operating Expenses				
Indirect Costs @ _____% of Personnel (May not exceed 15%)				

Budget Total				
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Please identify any in-kind support such as volunteers (identify roles of these volunteers), donated space, equipment etc. that are available to support this project. *The value of these items should be listed in the "Funding from Other Sources" column of the budget request form. If any of these funds are not secured yet, but are anticipated, please put an "NS" next to the amount.*

C. Budget Request Form

Year 3

Program Expenses						
Personnel	Salary Range	FTE	Amount Requested	Funding from other Sources- Cash	Funding from other Sources In-Kind	Total
A.						
B.						
C.						
D.						
E.						
F.						
Benefits @ _____%						
Subtotal Personnel						

Operating Expenses	Amount Requested	Funding from Other Sources- Cash	Funding from Other Sources In-Kind	Total
A. Rent				
B. Office Support (telephone, copying)				
C. Equipment Lease				
D. Travel				
E. Evaluation Expenses				
F. Training/ Conferences				
G. Insurance				
H. Consultants (if any)				
I. Other (please specify)				
Subtotal Operating Expenses				
Indirect Costs @ _____% of Personnel (May not exceed 15%)				

Budget Total				
---------------------	--	--	--	--

Please identify any in-kind support such as volunteers (identify roles of these volunteers), donated space, equipment etc. that are available to support this project. *The value of these items should be listed in the "Funding from Other Sources" column of the budget request form. If any of these funds are not secured yet, but are anticipated, please put an "NS" next to the amount.*

D. Budget Request Form

Total Years 1, 2 & 3

Program Expenses						
Personnel	Salary Range	FTE	Amount Requested	Funding from other Sources- Cash	Funding from other Sources In-Kind	Total
A.						
B.						
C.						
D.						
E.						
F.						
Benefits @ _____%						
Subtotal Personnel						

Operating Expenses	Amount Requested	Funding from Other Sources- Cash	Funding from Other Sources In-Kind	Total
A. Rent				
B. Office Support (telephone, copying)				
C. Equipment Lease				
D. Travel				
E. Evaluation Expenses				
F. Training/ Conferences				
G. Insurance				
H. Consultants (if any)				
I. Other (please specify)				
Subtotal Operating Expenses				
Indirect Costs @ _____% of Personnel (May not exceed 15%)				

Budget Total				
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Please identify any in-kind support such as volunteers (identify roles of these volunteers), donated space, equipment etc. that are available to support this project. *The value of these items should be listed in the "Funding from Other Sources" column of the budget request form. If any of these funds are not secured yet, but are anticipated, please put an "NS" next to the amount.*

Insurance

The grant to be negotiated with the grantee contains language regarding insurance. The general types of insurance required are as follows: general liability, automobile liability (if applicable), professional liability (if applicable), workers compensation, fidelity bond, and certificate of insurance. Grants may be certified with insurance that expires during the grant period. It is the grantee's responsibility to monitor insurance expiration dates and to furnish SFCFC with renewal certificates in a timely manner. The City and County of San Francisco will withhold Grant payments during any period of lapsed insurance coverage. The grant requires that insurance requirements be met and maintained for the duration of the grant period.

Accountability Worksheet

Instructions:

Proposition 10 requires all counties to connect funding to a framework of goals and objectives, and to create concrete ways of measuring results. As part of this process, we expect to work with all funded partners, including those receiving family support grants, to track activities and results. Once grants have been awarded, the Commission will work with each grantee to refine individual accountability plans, based on the worksheet below.

The following steps will help you create a framework for measuring the success of your program:

Step One: Identify Objectives

Using the list prepared by the Commission chose objectives that are specific to your proposal. You may want to create your own objectives, keeping in mind the goals of the funding as outlined in this RFP. What do you hope to achieve with the Family Support Funding? How do you expect the neighborhood or community to improve? You do not need a long list of objectives. Write each objective in the space provided, with one objective on each sheet. We have included sheets for three objectives, you may have fewer, or you may need to copy the sheet to add more.

Step Two: Describe Activities

In your Project Narrative, you described the activities you will create with the Family Support funding. In the chart below, assign each of these activities to one of the objectives. What activities will families and children experience at your program? What objective are you trying to achieve with each of these activities?

Step Three: Create Performance Measures

The accountability framework means that the Commission must concretely measure the success of each activity. In addition to knowing how many children or families were served, the Commission needs to know whether they were served well. Performance measures are ways of assessing the satisfaction clients have with programs or the progress children show as a result of some activity. For each activity, create one or more performance measures.

Step Four: Describe Data Sources, Methods for Collecting Data

Finally, tell us how you will collect the information for each performance measure. How will you gather feedback from clients? How will you know when a child has shown improvement in a specific area as a result of an activity?

In addition to the four blank sheets, we have included one partially filled out sheet as an example.

**Family Support RFP 05
Accountability Worksheet Example**

San Francisco Children and Families Commission Objectives for Family Support:

1. All parents and caregivers with children 0-5 have easy access to information that will help them raise their children.
2. Culturally and linguistically appropriate family support and parent education services are available and accessible to all families with children age 0-5.
3. Parents have adequate support to create neighborhood-based programs for both themselves and their children.
4. All parents and caregivers will enroll their children in kindergarten and advocate for their children’s education.

Objective: Parents will have adequate support to create neighborhood-based programs for themselves and their children.		
Activities	Performance Measures	Data Sources, Methods, and Supporting Documents
Members of the Parent Advisory Group will create a calendar for a monthly drop-in support group for young mothers.	Distribution of a calendar with dates for drop-in meetings during 2003	Calendar and mailing list
Young mothers will meet monthly to discuss parenting issues and neighborhood safety.	Number of meetings held (quantity) Number of women attending (quantity) Number of parents who rate their satisfaction with the program as high (quality)	List of meetings Attendance sheets Parent satisfaction survey conducted every six months – survey created by parents with staff assistance

**Family Support RFP 05
Accountability Worksheet**

San Francisco Children and Families Commission Objectives for Family Support:

1. All parents and caregivers with children 0-5 have easy access to information that will help them raise their children.
2. Culturally and linguistically appropriate family support and parent education services are available and accessible to all families with children age 0-5.
3. Parents have adequate support to create neighborhood-based programs for both themselves and their children.
4. All parents and caregivers will enroll their children in kindergarten and advocate for their children’s education.

Objective:		
Activities	Performance Measures	Data Sources, Methods, and Supporting Documents

**Family Support RFP 05
Accountability Worksheet**

San Francisco Children and Families Commission Objectives for Family Support:

1. All parents and caregivers with children 0-5 have easy access to information that will help them raise their children.
2. Culturally and linguistically appropriate family support and parent education services are available and accessible to all families with children age 0-5.
3. Parents have adequate support to create neighborhood-based programs for both themselves and their children.
4. All parents and caregivers will enroll their children in kindergarten and advocate for their children’s education.

Objective:		
Activities	Performance Measures	Data Sources, Methods, and Supporting Documents

**Family Support RFP 05
Accountability Worksheet**

San Francisco Children and Families Commission Objectives for Family Support:

1. All parents and caregivers with children 0-5 have easy access to information that will help them raise their children.
2. Culturally and linguistically appropriate family support and parent education services are available and accessible to all families with children age 0-5.
3. Parents have adequate support to create neighborhood-based programs for both themselves and their children.
4. All parents and caregivers will enroll their children in kindergarten and advocate for their children’s education.

Objective:		
Activities	Performance Measures	Data Sources, Methods, and Supporting Documents

**Family Support RFP 2002
Accountability Worksheet**

San Francisco Children and Families Commission Objectives for Family Support:

1. All parents and caregivers with children 0-5 have easy access to information that will help them raise their children.
2. Culturally and linguistically appropriate family support and parent education services are available and accessible to all families with children age 0-5.
3. Parents have adequate support to create neighborhood-based programs for both themselves and their children.
4. All parents and caregivers will enroll their children in kindergarten and advocate for their children’s education.

Objective:		
Activities	Performance Measures	Data Sources, Methods, and Supporting Documents

**SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION
TOBACCO – FREE POLICY**



Section 1. Definitions.

As used in this Policy the term:

“City” shall mean the City and County of San Francisco.

“Commission” shall mean the San Francisco Children and Families Commission.

“Contract” shall mean an agreement for grants to be provided, or for goods or services to be purchased out of the San Francisco Children and Families Trust Fund under the control of the Commission and does not include property grants, agreements entered into pursuant to settlement of legal proceedings, or contracts for a cumulative amount of \$5,000 or less per vendor in each fiscal year.

“Contractor” means any person or persons, firm, partnership, corporation, or combination thereof, who enters into a contract all or part of the funding of which comes from the San Francisco Children and Families Trust Fund.

“Director” shall mean the Executive Director of the San Francisco Children and Families Commission.

“Subcontract” shall mean an agreement to provide goods and/or services, including construction, labor, materials or equipment, to a contractor, if such goods or services are procured or used in the fulfillment of the contractor's obligations arising from a contract subject to this Policy.

“Subcontractor” means any person or persons, firm, partnership, corporation or any combination thereof, who enters into a subcontract with a contractor. Such term shall include any person or entity who enters into an agreement with any subcontractor for the performance of 10 percent or more of any subcontract.

Section 3. Tobacco-Free Policy

(a) Policy

Every contract awarded by the Commission shall incorporate by reference and require contractor to comply with the provisions of this section. In addition, all contractors must include or incorporate by reference in all subcontracts and require subcontractors to comply with the requirements of this Policy; failure to do so shall constitute a material breach of contract.

In the performance of a contract, the contractor or subcontractor shall agree as follows:

(1) Smoke-Free Workplaces

The Contractor shall prohibit smoking in its offices, automobiles or at Contractor-sponsored events located in the City and County of San Francisco.

(2) Tobacco Hazards Education and Smoking Cessation Referrals

The Contractor shall make available to clients, employees and community members educational materials, provided by the Commission, on the health hazards of tobacco.

The Contractor shall make available to clients, employees and community members, at the Contractor's offices and service delivery and event sites, information provided by the Commission, regarding smoking cessation services.

(3) Divestment

The Contractor shall divest from any investment in companies that, at the time the Contractor responds to a solicitation of bids from the Commission, derive more than 15 percent of their revenues from tobacco products.

(4) Disclosure of Tobacco Industry Funding

The Contractor shall report annually to the Commission the receipt of any moneys from a person, persons, firm, partnership, corporation, or combination thereof that derives more than 15 percent of its revenue from the production or sales of tobacco products. The report shall include the name of the entity, the amount received, the percentage of the agency's total budget the amount represents, the purpose of the contribution, and any efforts made to obtain alternative funding.

(b) Penalties

(1) Whenever the Director determines that a person or entity under contract with the Commission has violated any provision of the Tobacco-Free Policy described in section, the Director shall have the authority to impose such sanctions or take such other actions as are designed to ensure compliance with the provisions of this Policy which shall include, but are not limited to:

(A) Suspension or termination of a contract;

(B) Ordering the withholding of funds due the contractor under any contract with the Commission;

(C) Disqualification of a bidder or contractor from eligibility for providing commodities or services to the Commission for a period not to exceed five years, with a right to review and reconsideration by the Commission after two years upon a showing of corrective action indicating violations are not likely to reoccur.

(2) All contracts shall provide that in the event any contractor fails to comply in good faith with any of the provisions of this Article the contractor shall be liable for

liquidated damages in an amount up to five percent of the contractor's net profit under the contract, or ten percent of the total amount of the contract dollars whichever is greater. All contracts shall also contain a provision whereby the contractor acknowledges and agrees that the liquidated damages assessed shall be payable to the Commission upon demand and may be set off against any monies due to the contractor from any contract with the Commission.

Section Four. Waivers and Exceptions

(a) Sole source.

The Director may waive the requirements of this Policy whenever the Director finds that the needed goods or services are available only from a sole source and the prospective contractor is not otherwise currently disqualified from doing business with the City, or from doing business with any governmental agency based on any contract compliance requirements.

(b) No qualified bidders who comply and service/project is essential to City/residents.

After taking all reasonable measures to find an entity that complies with the Policy, the Director may waive any or all of the requirements of this Policy for any contract or bid package advertised and made available to the public, or any competitive or sealed bids received by the Commission as of the date of the enactment of this Policy where the Director determines that there are no qualified responsive bidders or prospective contractors who could be certified by the Commission as being in compliance with the requirements of this Policy and that the contract is for goods, a service or a project that is essential to the City or City residents.

(c) Bulk purchasing arrangements through federal, state, regional or City entities.

The Director may waive the requirements of this Policy where the Director determines that transactions entered into pursuant to bulk purchasing arrangements through federal, State, regional or City entities that actually reduce the Commission's purchasing costs would be in the best interest of the Commission.

(d) Contract serves public benefit.

The Director may waive the requirements of this Policy where the Director determines that the benefit of the contract to the public and the Commission's ability to carry out its charge pursuant to state and local law outweigh the harm in the contractor's noncompliance with the Policy.

(e) Contractor is a public entity.

This Policy shall not apply where the prospective contractor is a public entity or City Commission and the Director finds that the proposed contract is necessary to serve

a substantial public interest.

(f) Requirements violate public agency grant and good faith attempt has been made to change conditions of grant.

This Policy shall not apply where the Director finds that the requirements of this Policy would violate or be inconsistent with the terms or conditions of a grant, subvention or agreement with a public agency or the instructions of an authorized representative of any such agency with respect to any such grant, subvention or agreement, provided that the Director has made a good faith attempt to change the terms or conditions of any such grant, subvention or agreement to authorize application of this Policy.

(g) Retirement and Pension Plans

This Policy shall not apply to a contractor or subcontractor's investment of funds where the funds are held in trust for the benefit of employees or third parties.

(h) Federal or State law

This Policy shall be construed and applied so as not to conflict with applicable federal or State laws, rules or regulations.

Section 5. Effective Date

This policy shall apply to all contracts entered into on or after July 1, 2001.



The Parent Link

This is a method to connect parents in the agencies that receive Prop 10 funds with the Civic Engagement Project and the Advisory Committee. Each applicant for funds will have to demonstrate how they plan to involve parents and community members in their organization and propose strategies to connect their parent/community component to the Civic Engagement Advisory Committee. This link between parents and community members and Advisory Committee will serve to gather feedback on the Commission's activities, provide feedback and input into the evaluation process, and provide an opportunity for more members of the public to become involved with the Advisory Committee. In this way, the strength of each applicant's parent and community involvement becomes part of the funding criteria and a feedback loop is developed between the Commission and the community.