



Request for Qualifications

PRESCHOOL FOR ALL LANGUAGE & EARLY LITERACY ENHANCEMENT

**Availability of Funds from:
First 5 San Francisco**

March 20, 2009

**Request for Qualifications
PRESCHOOL FOR ALL LANGUAGE & EARLY LITERACY ENHANCEMENT**

Contract Amount:	Up to \$130,000 for the first year. Future allocations will be mutually agreed to by Grantee and First 5 San Francisco.
Contract Period:	July 1, 2009 – June 30, 2012
Non-Mandatory Bidders Conference	April 9, 2009, 11:00 – 12:30 a.m. at First 5 San Francisco, 1390 Market Street, Suite 318, San Francisco, CA 94102
Non-Mandatory Letter of Intent	April 13, 2009
Proposal Due Date:	April 30, 2009
Contact Person:	Lisa Lee, Tel. #: (415) 934-4855

Introduction

First 5 San Francisco is committed to supporting young children and their families from birth to five years of age to have access to quality early childhood programs as well as to family support services to enhance child health and safety and strengthen family nurturing and stability. In order to reach this goal: First 5 San Francisco has allocated up to \$130,000 to implement early literacy activities, using the Raising a Reader model, to assist San Francisco parents and providers in participating Preschool for All sites.

The closing date for the submission of applications is 5:00 p.m. SHARP on: April 30, 2009. All applications received after 5:00 p.m. will be considered late and will **not** be accepted. No electronic or faxed submissions will be accepted.

Mail or Hand-deliver one (1) original and four (4) copies of the application to:

First 5 San Francisco
1390 Market Street, Suite 318
San Francisco, CA 94102
Attn: Lisa Lee

ESTIMATED TIMELINE	
RFQ Issued	March 20, 2009
Non-Mandatory Bidders' Conference	April 9, 2009
Non-Mandatory Letter of Intent Due	April 13, 2009
Proposals Due	April 30, 2009
Notice of Recommendation for Funding	May 13, 2009
Tentative Commission Approval	June 3, 2009
Anticipated Contract Start	July 1, 2009

Purpose of this RFQ

The purpose of this RFQ is to secure language and literacy curriculum enhancement services for the First 5 San Francisco's Preschool For All (PFA) initiative. The successful bidder will enter into negotiations for a one year contract with annual renewal at the discretion of First 5 San Francisco. First 5 San Francisco has allocated up to \$130,000 for the first year to implement these activities. Activities supported under this grant may be expanded

in future years subject to the availability of additional funding. Grant renewal and allocation is subject to performance, First 5 San Francisco staff review, annual negotiation of grant award and scope of work, and continued availability of funds.

Background and Development of Proposal:

First 5 San Francisco's vision is that all children will grow up in supportive, nurturing, and loving families and communities, and that they will be supported in their cognitive, physical and emotional development. In March 2004, San Francisco voters passed Proposition H, a Charter Amendment, declaring, "*It shall be the policy of the City and County of San Francisco to provide all four-year-old children who are City residents the opportunity to attend preschool, and it shall be the goal of the people in adopting this measure to do so no later than September 1, 2009.*" First 5 San Francisco was designated as the agency to implement the Preschool For All initiative. This initiative provides free high quality half-day preschool for all San Francisco's four-year-olds, regardless of income. Now in the fourth year of implementing PFA, First 5 San Francisco has built a system that will serve as many as 2,400 children in 2009-10. Participating sites include the school district, other public agencies, Head Start, private and nonprofit centers, and family child care homes. Upon full implementation, as many as 4,800 children are projected to participate in PFA.

As part of the Commission's goal of providing high-quality early childhood education experiences to children through PFA and other investments, First 5 San Francisco is committed to providing curriculum enhancements which support early literacy and school readiness. Consequently Preschool for All has adopted the Raising a Reader (RAR) model as an evidenced based model for effective early literacy and family engagement since 2005. RAR's model fosters healthy brain development and increases parent-child bonding and early literacy skills critical for school success by engaging parents in a routine of daily "book cuddling" with their children from birth to age five. Through this model teachers and parents are provided materials, training and support to increase cognitive, love of literacy, and language skills.

The purpose of this RFQ is to expand the utilization of the RAR model in Preschool for All participating sites, particularly in high need neighborhoods. Funding will also enable the refreshment of materials as appropriate and enhance implementation at existing preschool classrooms by offering training and support to parents and staff.

Links to Strategic Plan Goal and Desired Outcomes:

The provision of language and literacy related curriculum activities in Preschool For All sites is consistent with First 5 San Francisco's Strategic Plan Goal of Enhanced Child Development: "Children will attend high quality preschool". This enhancement positively impacts the capacity of early childhood programs to realize the Preschool For All Program Quality Guideline Standards for Language, Literacy, and Family Engagement. The Standard outlines the provision of opportunities and materials "for the development of each child's cognitive and language skills by promoting interaction and language use among children and between children and adults".

The Standards also emphasize enriched, interactive parent involvement and education to family members responsible for the well being of the child. The training activities aimed at parent education and professional development in the language and literacy curriculum content is a direct support to parents and the early childhood workforce in PFA and their ability to deliver high quality early care and education.

Available Funding and Terms of Grant

First 5 San Francisco has allocated up to \$130,000 for the first year starting FY 2009/10 for providing Preschool For All Language and Literacy Activities. The grant is renewable annually through FY 2011-12. Grant renewal and allocation is subject to performance, First 5 San Francisco staff review, annual negotiation of grant award and scope of work, and continued availability of funds.

First 5 San Francisco reserves the right to negotiate the terms and conditions of the award, including the amount of the contract award. The initial contract period will be twelve months from the date of award. These funds may not supplant existing federal, state, or local revenue sources.

Scope of Work

The qualifying applicant must provide the following language and literacy enhancement services for Preschool For All sites throughout all neighborhoods in San Francisco:

Requested Services

- Qualifying applicant will Purchase and distribute children’s books to at least 140 participating PFA classrooms with the goal of building a “read aloud” routine in the home. The books and materials must be developmentally appropriate for the preschool age child as well as representative of the diversity of families and inclusive of children with special needs. Additionally the selection of materials and books must also be relevant to the variety of children’s experiences.
- Qualifying applicant will develop and implement training for staff to ensure successful program implementation. Qualifying applicant will provide training for staff at 20 new sites and refresher training for staff at least 35 targeted participating sites.
- Qualifying applicant will provide Parent Orientation to at least 20 new classrooms and 25 targeted participating classrooms to increase parent participation.
- Qualifying applicant will provide multiple “read aloud” sessions and technical assistance visits to all new and all current PFA classrooms to positively impact teacher’s best practices in the early literacy and language development content area.

Evaluation and Data Collection

First 5 San Francisco is committed to evaluating the value and impact of funding efforts. Agencies awarded funds will be required to establish, track, and report on data related to the following types of performance measures:

- Measures of practitioner engagement and participation in services;
- Measures of quality and satisfaction;
- Measures of practitioner level changes and outcomes; and
- Measures of child and parent engagement

As part of this RFQ, agencies will develop their Logic Model and Evaluation plan which will guide their compliance with this requirement. Agencies will also demonstrate their capacity to perform evaluation activities as part of the selection process. This includes the request to share the results of past evaluation efforts. If selected, agencies may be asked to revise and/or expand their logic model and evaluation plan with assistance from First 5 San Francisco.

Preferred Qualifications

The bidder must demonstrate the capacity and capability to provide Preschool Language and Literacy Activities. First 5 San Francisco is interested in agencies with the following qualifications:

The qualifying applicant may be a private, public or non-profit institution or organization, and must demonstrate relevant experience in delivering high-quality early literacy and language development activities for:

- Preschool children, consistent with developmentally appropriate practices.
- Their parents and teachers from diverse backgrounds and in multiple languages including English, Spanish and Chinese.

The qualifying applicant must demonstrate experience providing professional development activities. The qualifying applicant must be or become a city and county approved vendor. Applications are available from the office of the Human Rights Commission.

Failure to meet the following requirements will eliminate the applicant from consideration:

- Services must be provided to residents of the City and County of San Francisco.
- If awarded a grant, the applicant must be certified as a City-approved vendor and compliant with the City's insurance requirements within 45 days of award notice or First 5 San Francisco reserves the right to revoke the grant award.
- In addition, the grantee must be a designated Raising a Reader contractor, able to work directly with the Raising a Reader headquarters to order supplies and manage contracts.
- Applicant must follow all guidelines (formatting, page limitations, required attachments, etc.) detailed in the Proposal Content and Instructions section of this RFQ.

Request for Proposal Process and Requirements

Proposal Content and Instructions

To apply for funds, you must mail or hand-deliver one (1) original and four (4) copies of your proposal to First 5 San Francisco's office at 1390 Market Street, Ste. 318 San Francisco, CA **by April 30, 2009**. Any proposal that arrives later than the specified deadline, fails to meet the minimum eligibility requirements or fails to follow submission instructions **WILL NOT** be considered for funding.

Proposal Format

All proposals must:

- Be typed, with a minimum of one-inch margins on each page;
- Use no less than 12-point font;
- Be double spaced;
- Have the page number and program name listed at the bottom of each page; and
- Be within the stated page limits for each section.

Copying

Original proposals must be printed only on one side of the paper, while all ten copies must be printed on **both** sides of the paper.

Review Process and Timeline

A proposal review panel(s), consisting of individuals appointed by First 5 San Francisco will review all completed applications that meet the minimum eligibility requirements. Members of the proposal review panel(s) will evaluate and score each proposal, and make a funding recommendation to First 5 San Francisco. First 5 San Francisco will then make the final selection and conduct contract negotiations.

All proposals will be scored on the following requirements:

- ⇒ Agency Experience and Qualifications – 45 points
 - Mission and Values
 - Agency Experience and Expertise
 - Governance Structure
 - Staffing
 - Community Partnerships
- ⇒ Project Overview – 30 points
 - Project Goal Statement
 - Target Population
 - Project Design
- ⇒ Evaluation Capacity – 5 points
- ⇒ Logic Model and Evaluation Plan – 5 points
- ⇒ Project Management – 5 points
- ⇒ Budget – 10 points

As part of its proposal evaluation process, First 5 San Francisco staff may elect to visit agency sites and meet with agency staff to discuss elements of the proposal. Staff may also contact others in the community regarding the applicant's past history and performance.

Pre-Bidders' Conference

Agencies intending to submit a proposal are encouraged to attend a **pre-proposal conference on April 9, 2009, 11:00 a.m. – 12:30 p.m.** at First 5 San Francisco, 1390 Market Street, Suite 318, San Francisco, CA 94102. The pre-proposal conference will be an opportunity for agencies to seek clarification on the contents of this RFQ.

Non-Mandatory Letter of Intent

Organizations intending to submit a proposal are requested to submit a Letter of Intent, so that it is received by First 5 San Francisco by April 13, 2009. The Letter of Intent should be on agency letterhead and indicate the agency's intent to apply for Literacy and Language Enhancement Activity funds. The letter of intent is not binding and is used by First 5 San Francisco staff to anticipate the number of proposal reviewers needed.

The letter of intent is to be mailed or hand delivered to the following address:

First 5 San Francisco
1390 Market Street, Ste. 318
San Francisco, CA 94102
Attention: Lisa Lee

Proposal Format

Proposal Components and Instructions for Each Page:

All proposals must include the following components in this order:

- **Cover Sheet - Form A:** Fill in all boxes. Not to exceed one (1) page.
- **Check List - Form B:** All applicants must check off each item listed and submit this form with its application. Not to exceed one (1) page.
- **Program Narrative - Form C:** Provide all requested information in a narrative format. See Form C for section page limits.
- **Logic Model and Evaluation Plan – Form D:** Complete the Logic Model and Evaluation Plan by using the instructions and examples provided for Form D.
- **Project Management – Form E:** Complete the Project Management table using the instructions provided on Form E.
- **Budget - Form F:** Complete the Budget Summary and Budget Detail spreadsheets by using the instructions provided for Form F.
- **Proposal Attachments to All Proposal Copies:** The following listed attachments should accompany all copies of the proposal.
 - a. Organization chart for the proposal that shows placement of this project in the lead agency and diagrams relationships with any subcontractors.
 - b. Resumes of key staff and consultants and position descriptions of positions to be hired
 - c. Letters of commitment from key partners, if appropriate.
- **Proposal Attachments to ORIGINAL Proposal Copy:** All requested attachments are related to the lead organization. You need only provide one copy of each requested attachment as part of the original application.
 - a. IRS determination letter of 501(c)(3) status
 - b. Most recently filed Form 990 tax return with attachments (Schedule A)
 - c. Most recent financial statement (audited, if available)
 - d. Current agency global budget
 - e. List of current government grants ending beginning June 2005. List funding agency, grant term and brief description of funded services.

Do not bind proposals with any type of cover, cover page, three ring binder or folder. A binder clip and/or staple(s) are acceptable.

Do not include anything that cannot be photocopied or is folded or oversized. Do not include videotape, audiotape or other multi-media.

Appeal Process

The decision of First 5 San Francisco is final and there is no appeal process. However, applicants can request to see copies of reviewers' comments. In order to make your request please stop by First 5 San Francisco offices at 1390 Market St., Suite 318.

Minimum Eligibility Requirements

Failure to meet the following requirements will eliminate the applicant from consideration:

- Applicant must be a community-based organization that is nonprofit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code, a part of the San Francisco Unified School District, City College of San Francisco, San Francisco State University or other educational institution.
- Services must be provided to residents of the City and County of San Francisco.
- If awarded a grant, the applicant must be certified as a City-approved vendor and compliant with the City's insurance requirements within 45 days of award notice or First 5 San Francisco reserves the right to revoke the grant award.
- Applicant must follow all guidelines (formatting, page limitations, required attachments, etc.) detailed in the **Proposal Content and Instructions section of this RFQ**.

Local Business Enterprises

The City strongly encourages proposals from qualified LBEs Pursuant to Chapter 14B. Certified firms may be eligible to receive a 5% to 10% scoring bonus upon confirmed certification of LBE status by the SF Human Rights Commission. Firms must be certified prior to the bid submittal date.

The following rating discount will be in effect for the award of this project for any proposers who are certified by HRC as a LBE, or joint venture partners who are certified as a LBE by the proposal due date. Certification applications may be obtained by contacting HRC as indicated on Page 1, Websites and Contact Information. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

- a. A 5% discount to a joint venture with a LBE participation that equals or exceeds 35%, but is under 40%; or
- b. A 7.5% discount to a joint venture with a LBE participation that equals or exceeds 40%.
- c. A 10% discount to:
 - A LBE; or
 - A joint venture between or among LBEs

The requirements of the Local Business Enterprise Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance") shall apply to this RFP.

1. Human Rights Commission Requirements
 - a. To be eligible for award of this contract, each proposer must agree to comply with the following Local Business Enterprise (LBE) requirements authorized by San Francisco Administrative Code Chapter 2B, Section 12B.4, and Chapter 14B (where applicable), and their implementing Rules and Regulations.
 - b. The HRC Attachment 2 is a part of the RFP and is attached as Appendix D. Proposals may be eligible for up to 10% rating bonus if certain requirements stated in the HRC Attachment are met.

- c. LBE subconsulting goal for this project has been waived. However if sub-consultants and suppliers will be needed please use the Local Business Enterprise Directory published by the SF Human Rights Commission, go to:

http://sfgov.org/site/uploadedfiles/sfhumanrights/directory/vlistS_1.htm

The LBE proposer, proposing as a joint venture with a non-LBE firm is also required to comply with the established goal. The prime association partner must be of the same or similar discipline in order to be eligible for a rating bonus.

Proposals submitted in response to this RFP that fail to comply with the material requirements of the S.F. Administrative Code Chapter 14B and the RFP will be deemed non-responsive and will be rejected.

Proposers are required to comply with HRC Attachment 2 and the following forms must be completed and submitted with the proposal. (These forms are provided in the appendix section of this RFQ).

- Form 2A – HRC Contract Participation Form
- Form 3 - HRC Non-Discrimination Affidavit
- Form 4 - HRC Joint Venture Form (if applying in a joint venture)
- Form 5 - HRC Employment Form

Human Rights Commission Forms

One (1) original and one (1) copy of all required HRC Attachment 2 and Forms must be completed for your firm or each joint venture partner and submitted separately in a sealed envelope and delivered with the proposal package. The sealed envelope shall be titled “*HRC Forms for RFP #1 First 5 Lang & Lit. 2009*” and include the name of the Consultant.

The forms will be reviewed and approved by HRC prior to the interviews. If you have any questions concerning the HRC Forms, contact Bayard Fong, the Human Rights Commission Contract Compliance Officer 415 252-2512, bayard.fong@sfgov.org

Provision of Equal Benefits

1. Effective June 1, 1997, Chapter 12B of the San Francisco Administrative Code was amended to prohibit the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between domestic partners and spouses of employees. All proposing firms must be certified by the San Francisco Human Rights Commission (HRC) as being in compliance with Chapter 12B. The HRC has developed rules of procedure and various resource materials explaining the equal benefits program. The materials are available by contacting the HRC.
(<http://www.sfgov.org/site/sfhumanrights>)
2. The Consultant shall be compliant and certified with the above Provisions before award of agreement. Consultants that are already 12B (Equal Benefits for Domestic Partners and Spouses) compliant and have no changes to the above provisions, do not have to fill out the HRC12B101 forms again.

Other Requirements

Below is a partial list of significant requirements that will be part of each funded contractor’s contract.

1. Contractor must be a City-approved vendor.
2. Contractor must comply with the monitoring and evaluation requirements. These requirements will be detailed in the contracting process, but include, at minimum, quarterly program reporting via an on-line system and participation in evaluation activities.
3. Contractor must have current insurance coverage (workers compensation, general liability, fidelity bond and automobile, if applicable).
4. Contractor must comply with the criminal screening requirement set forth below.
5. Contractor must prepare monthly online invoices through the Contract Management System for reimbursement of actual expenses.
6. Contractor must be available two times per year for fiscal site visits.
7. Contractor must be available at least two times per year for program site visits.
8. Appropriate contractor staff members must attend all mandatory meetings.

Applicants that are not yet City-approved vendors should begin the certification process as soon as possible, in order to ensure that they are able to meet this requirement if awarded a grant. The City's Office of Contract Administration offers all of the necessary forms on its website, which can be found at www.sfgov.org/oca/purchasing/forms.html. Subcontractors are not required to be City-approved vendors; only the lead organization must be.

The City and County of San Francisco requires all agencies receiving grant funding to comply with a number of regulatory and legal requirements. Some of these requirements are described below.

Criminal Screening Requirement

The City and County of San Francisco requires that all contractors and subcontractors comply with California Penal Code section 11105.3 and request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in Welfare and Institution Code section 15660(a) for any person who applies for a paid or volunteer position with the organization, or any subcontractor, in which the individual would have supervisory or disciplinary authority over a minor under his or her care.

If the contractor, or any subcontractor, is providing services at a City park, playground, recreational center or beach (separately and collectively known as "Recreational Site"), the organization shall not hire, and shall prevent its subcontractors from hiring, any person for employment or a volunteer position if that person has been convicted of any offense that was listed in former Penal Code section 11105.3 (h)(1) or 11105.3(h)(3).

If the organization, or any of its subcontractor, hires an employee or volunteer to provide services to minors at any location other than a Recreational Site, and that employee or volunteer has been convicted of an offense specified in Penal Code section 11105.3(c), then the contractor or its subcontractor must comply with that section and provide written notice to the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer not less than ten (10) days prior to the day the employee or volunteer begins his or her duties or tasks. The contractor shall provide, or make its subcontractors provide, First 5 San Francisco with a copy of any such notice at the same time that it provides notice to any parent or guardian.

The contractor must expressly require all of its subcontractors with supervisory or disciplinary authority over a minor to comply with this requirement as a condition of its contract with the subcontractor.

Other requirements of agencies receiving grant funds include:

- The contractor must comply with the Domestic Partners or Equal Benefits Ordinance. For further information regarding compliance, respondents are encouraged to consult the Human Rights Commission at (415) 252-2500.

- The contractor must comply with the first source hiring program including developing agreements with the City to consider hiring economically disadvantaged individuals for entry-level positions.
- The contractor must comply with the Sunshine Ordinance. In accordance with San Francisco Administrative Code section 67.24(e), contracts, contractors' bids, responses to requests for proposals and all other records of communications between 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 benefit until and unless that person or organization is awarded the contract or benefit. Information provided that is covered by this paragraph will be made available to the public upon request.
- The contractor must comply with a provision of the Sunshine Ordinance that affects non-profits with at least \$250,000 in City funding and at least one applicable contract. The ordinance requires the non-profit to hold at least 2 open board meetings, to allow public access to financial records, and to promote community representation on their Board of Directors or equivalent, and to describe in its RFQ response all complaints regarding compliance with the Sunshine Ordinance in the last two years, and the resolutions of these complaints.
- The contractor must comply with the San Francisco Children and Families Commission Tobacco-Free Policy – Form G.

Reservations of Rights by First 5 San Francisco

- Issuance of this RFQ does not constitute a commitment by First 5 San Francisco to award a contract. First 5 San Francisco reserves the right to reject any or all proposals received in response to this RFQ, or to cancel this RFQ if it is in the best interest of the funding agencies to do so.
- Actual award of funding is dependent on a successful grant negotiation. During the grant negotiation, First 5 San Francisco may seek modifications to the proposed activities and budget. If a grant agreement cannot be completed within a reasonable time frame, determined by First 5 San Francisco, First 5 San Francisco may terminate negotiations and pursue an agreement with a different applicant.
- Applicants submitting a proposal agree that by submitting a proposal they authorize First 5 San Francisco to verify any or all information contained in the proposal.
- First 5 San Francisco's decision to award a grant to an organization that proposes to use subcontractors to perform the work funded by the grant does not waive First 5 San Francisco's right to approve or disapprove the subcontractors selected.
- First 5 San Francisco reserves the right, after grant award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.
- The applicant will comply with all requirements of the City and County of San Francisco and the Funding Agencies.

Allowable Grant Costs

First 5 San Francisco awards are cost reimbursement grants for expenditures described in pre-approved budgets. Except for advances of funds, agencies must incur expenses in pursuit of grant activities prior to reimbursement by First 5 San Francisco.

- Requested funding must be used to implement the types of activities described in the Scope of Work.
- This grant shall be used only to supplement, enhance, or augment existing levels of service or create new services. Funds may be used to continue First 5 San Francisco funded programming.
- The funds shall only be used for services to children 0 -5 years old, their families or caregivers, or expecting parents.

Unallowable Grant Costs

- Indirect and Administrative costs may not exceed an amount equal to 12% of the total grant amount. In addition, indirect costs may not exceed an amount equal to 15% of the total identified Personnel costs.
- 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.
- Funds cannot be used for activities outside the Scope of Work.
- Funds cannot be used for capital expenditures.
- Accruals for staff vacation and sick time off

FORM A –COVERSHEET

Preschool for All Language and Literacy Enhancement Activities

First 5 San Francisco

FY 2009 - 2010

Complete the Proposal Cover Sheet

**This will serve as the front cover of your proposal.
An official authorized to bind the entity must sign it.**

Name of Agency/Organization	
Program Contact/Title	Telephone Number
Alternate Contact/Title	Telephone Number
Agency Address	FAX Number
Amount of Grant Application Request- Three year budget	\$
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	
Local Business Enterprise	<input type="checkbox"/> No <input type="checkbox"/> Yes (please complete ID below)
Local Business Enterprise ID Number (See above)	#:

Application Deadline:
April 30, 2009
At 5:00 p.m.

First 5 San Francisco
1390 Market Street, Ste. 318
San Francisco, CA 94102

FORM B: CHECK LIST – Preschool Language and Literacy Enhancement Activities

Submit one (1) original and four (4) copies of the following:

FORMS

- _____ Form A: Cover Sheet
- _____ Form B: Check List
- _____ Form C: Program Narrative
- _____ Form D: Logic Model and Evaluation Plan
- _____ Form E: Project Management
- _____ Form F: Budget

ATTACHMENTS TO ALL COPIES OF PROPOSAL

- _____ Organization chart for the proposal that shows placement of this project in the lead agency and diagrams relationships with any subcontractors
- _____ Resumes of key staff and consultants and position descriptions of positions to be hired
- _____ Letters of commitment from key partners, if appropriate
- _____ List of Board Members

ATTACHMENTS TO ORIGINAL

All requested attachments are related to the lead organization. You need only provide one copy of each requested attachment as part of the original application, not the four (4) additional copies required for all other forms.

- _____ IRS determination letter of 501(c)(3) status
- _____ Most recently filed Form 990 tax return with attachments (Schedule A)
- _____ Most recent financial statement (audited, if available)
- _____ Current Agency Budget
- _____ Listing of any federal, state, or local government funded grants terminating in the last 6 months and a brief description of the activities funded.
 - Certification of Proposer Regarding Debarment and Suspension Form(s)
 - Certification of Subcontractor, Lower Tier Subcontractor or Supplier Regarding Debarment and Suspension Form(s)
 - 12P Minimum Compensation Ordinance (MCO) Declaration Form
 - 12Q Health Care Accountability Ordinance (HCAO) Declaration Form
 - First Source Hiring Program (FSHP) Declaration Form
 - Chapter 12B Compliance Certification Form

Do not include any materials or attachments other than those listed above. Additional materials will be discarded, and they will not be provided to the proposal review panel.

FORM C: PROGRAM NARRATIVE

Please provide the following information in narrative format. Your response will be read and scored by outside reviewers, so please be clear and concise in your answers. In order to make your proposal easier to read and score, your narrative should follow the structure outlined on the following pages, and each section should include the titles listed below in bold. Be sure to stay within the page limits listed for each section.

A. Agency Experience and Qualifications (3 page limit)

A.1. Mission and Values

Directions: Describe the mission and core values/operating principles of your agency.

A.2. Agency Experience and Expertise

Directions: Describe your agency's special expertise as it relates to the RFQ and your agency's ability to leverage additional funding or support for this RFQ.

A.3. Governance Structure

Directions: Describe the leadership and governance structure of your agency (attach list of Board Members).

A.4. Staffing

Directions: Identify the key staff responsible for management and implementation of the proposed project; include the relevant experience of key staff.

A.5. Community Partnerships

Directions: If appropriate to your program design, describe community partnerships that are in place to support the activities of this RFQ (attach letters of commitment).

B. Project Overview (5 page limit)

First 5 San Francisco Strategic Plan Goal: Enhanced Child Development

Strategic Plan Desired Outcomes: Children kindergarten ready for school

B.1. Project Goal Statement

Definition: A project goal is a broad, general statement of what you want to accomplish. *Example: Operate a mobile health van that will provide basic health care and health information to families in remote areas of the city.*

Directions: Write a goal statement for this project then select and identify one or more of the First 5 San Francisco Strategic Plan Desired Outcomes outlined above that you feel best aligns with your project goal. Describe the connection between your project goal and the desired outcome(s) you have selected.

B.2. Target Population

Definition: Demographic group that will be served by the project you are proposing; often can also include an assessment of the needs and strengths that are specific to the group being targeted for service. *Example: We will engage a total of 200 low-income parents and their children 0-5 from the Sunset District of San Francisco. Parents exhibit a need for economic supports as evidenced by high rates of poverty (include data) and unemployment (include data).*

Directions: Describe the target demographic group and the geographic area to be served. Include a description of any needs and strengths that were not addressed in the introductory section of this RFQ.

B.3. Project Design

Directions: Describe the design of your project, including:

- Proposed services that will be developed to satisfy the required and suggested services of this RFQ
- Estimated frequency of services and the number of children and families to be served
- Responsible staff and integration of services into existing agency structure
- Integration of project within surrounding service community (i.e. ensuring continuity of service when participants' needs extend beyond your agency's scope)
- Evidence from field literature that leads you to believe your project will be effective in addressing the needs of the target population.

Complete Form D to provide the specifics of core services that will lead directly to your desired outcomes.

Complete Form E – Project Management. This form allows you to describe a project work plan. The work plan should describe important milestones of project implementation and provide describe the occurrence of service offerings.

C. Evaluation Capacity (1 page limit)

Directions: Form D will guide you in developing an evaluation plan that details participation measures, measures of quality, outcome measures, measureable targets, and data sources so that information is not required in this section. In order to help us learn more about your agency's ability to implement the plan described on Form D, please provide an overview of your agency's approach to evaluation and continuous improvement, including:

- 1) A description of your agency's experience with and capacity to manage evaluation and measurement tasks such as survey design and data collection strategies, data analysis, and report writing. Discuss strategies you have used successfully in the past and intend to replicate or if your experience is more limited describe resources that may be available to assist your agency in this area.
- 2) Findings from past evaluations that are relevant to this proposal and/or related evaluation projects that are currently underway.
- 3) Describe how the information collected will be used to inform program improvement, shape future program activities, and/or contribute to technical assistance plans.

FORM D: LOGIC MODEL AND EVALUATION PLAN - INSTRUCTIONS

Complete Form D to provide an overview of the services and major project deliverables that will take place once your project is in its full implementation phase. Services described in this section should lead directly to your desired outcomes. Form D also requires you to describe how you will measure your services and the resulting outcomes. See Form D Example Page.

Glossary of Form D Terms

Services – Core activities and major project deliverables that lead directly to your desired outcomes. *Example: Implement a parenting class that will run for 10 weeks with 2 hour weekly sessions.*

Outputs - In a general sense “outputs” are the most immediate, measurable products of your planned services. They describe not just what your project will do, but for whom and how well. First 5 San Francisco has identified two types of outputs - - participation and quality of service delivery.

Participation Outputs – Specifies who and how many will participate in each service. *Example: 200 parents will leave event with information about parenting classes and other community resources.*

Quality Outputs – Specifies the level of quality associated with each service and tells you how well you are doing with respect your service delivery. *Aspects of quality that can be the focus of attention for any given activity can include: general satisfaction; ease of use; appeal; accessibility; cultural competence; staff availability; and staff expertise, etc. These can be measured through satisfaction surveys; focus groups; self-assessments; or external reviewer assessments.*

Outcomes – The expected changes and benefits for your target population that will result from each service. Most likely your proposal will focus on immediate and intermediate outcomes as defined below.

Immediate Outcomes - the expected change in the awareness, skills or knowledge of the target population

Intermediate Outcomes - expected change practice, behavior, or application of knowledge

Example: 80% (of the 25 parents) will improve their parenting skills. Outcomes can be measured through participant surveys, staff surveys, focus groups, and pre/post tests.

Measure (sometimes also referred to as Performance Measure) - a quantifiable method for tracking and gauging your performance. *Example Participation Measure: number of participants completing the 6 week course.*

Target - the desired condition or optimal level of performance for each measure (*i.e. what was planned*)

Data Source – tools, instruments, forms, and data collection approaches that will generate the information you need to complete your performance measurement. *Examples: service/case logs, attendance/sign-in sheets, meeting minutes & agendas, focus groups, questionnaires/surveys, self-assessments, pre- and post-tests, environmental rating scales and other program observations.*

FORM D: LOGIC MODEL AND EVALUATION PLAN – INSTRUCTION AND EXAMPLE SHEET

(Administrative Note: Examples to be adjusted depending on the nature and content of RFQ.)

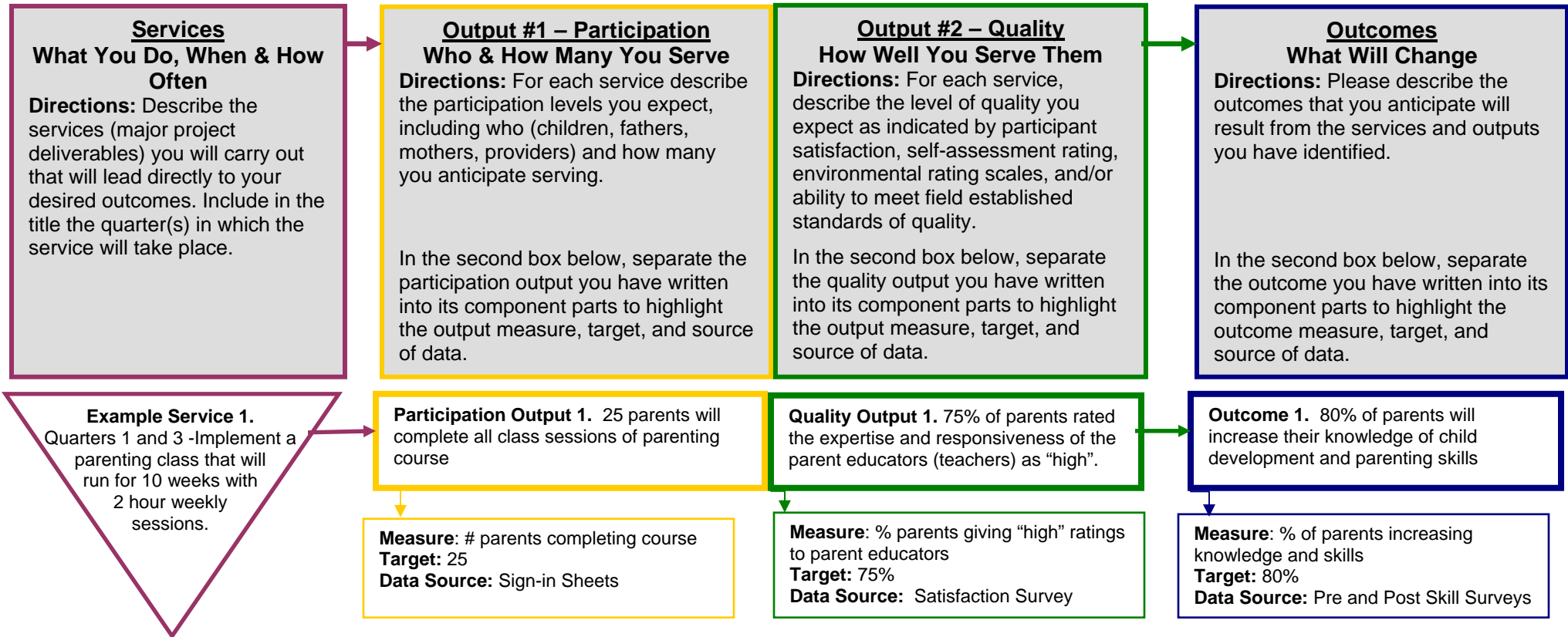
First 5 San Francisco Strategic Plan Goal: Enhanced Child Development

Project Goal Statement -

Directions: Write your goal statement from Part B.1. of the RFP.

First 5 San Francisco Desired Outcome(s) - Children will attend high quality preschool

Directions: Write in the First 5 San Francisco desired outcomes you selected in Part B.1. of the RFP.



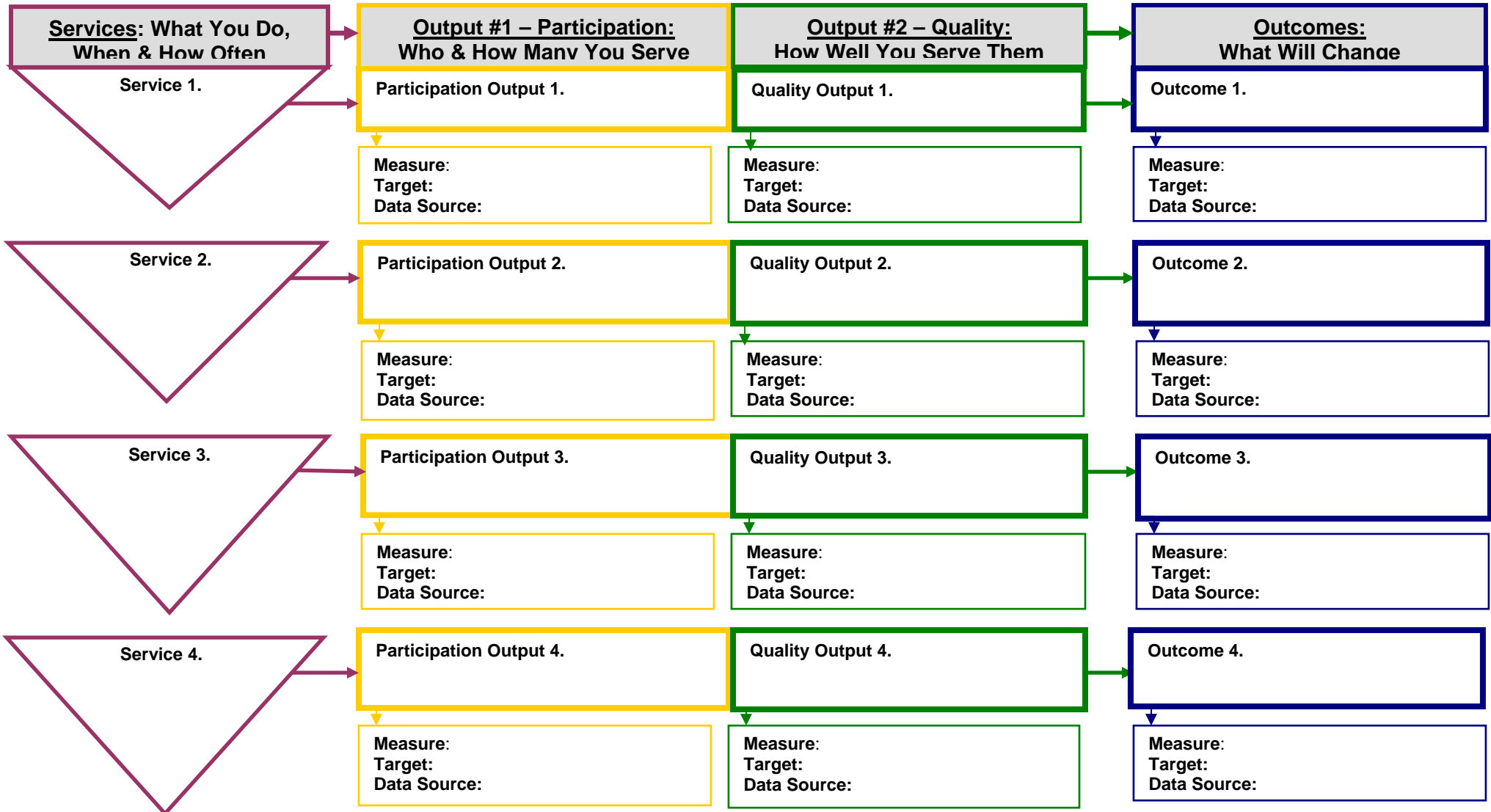
FORM D: LOGIC MODEL AND EVALUATION PLAN – Use Additional Pages as Needed

Project Name: _____

First 5 San Francisco Strategic Plan Goal: Enhanced Child Development

Project Goal Statement -

First 5 San Francisco Desired Outcome(s) -



FORM E: PROJECT MANAGEMENT – Expand Table as Needed

Use the table below to describe the tasks that must be performed in order to manage the project effectively. The table requires that you describe two types of tasks:

Tasks that support start-up, such as hiring and training staff, acquiring facilities and equipment, securing collaborative partnerships, pilot testing strategies, etc.

- 1) Tasks that support the ongoing management of your project once in full implementation and enable successful delivery of the core services described in Form D, such as development or revision of curricula, ongoing staff development, recruitment and outreach of participants, etc.

Project Start-up			
Task	By Whom	By When	Anticipated Challenges
Ongoing Project Management			
Service 1: _____			
Task	By Whom	By When	Anticipated Challenges
Service 2: _____			
Task	By Whom	By When	Anticipated Challenges

FORM F: BUDGET – INSTRUCTION SHEET

Use Form F to create a line item budget for 1) an initial planning and ramp up period and 2) a full year of operation. Please include and attach a budget narrative to your Form F. In your narrative please give specific attention to any item in the budget whose purpose may not be obvious or immediately clear.

Please provide the amount being requested from the funding agencies in the amount requested column. If there is other funding being leveraged for a budget line, report that amount in the “Funding from other Sources – Cash” column. If there are other resources being leveraged for a budget line, report the value of those resources in the “Funding from other Sources – In-Kind” column. Provide a total of the resources committed to the project in the “Total” column.

This contract will be cost-reimbursable, meaning it is based on actual expenditures. Grantees are required to maintain documentation of all program expenses billed to the activities funded through this RFQ, and you will be asked to produce receipts, cancelled checks and supporting documents during the fiscal site visit.

A. Personnel: List the position titles, percentage full-time equivalent (FTE, e.g., 100 for 1FTE, 50% for .5FTE) for the entire program personnel, and the hourly pay rate for all staff members. Listing the hourly pay rate is particularly important because all funded programs should be in compliance with San Francisco’s Minimum Compensation Ordinance. The text of the Minimum Compensation Ordinance can be found online at <http://www.sfgov.org/oca/lwlh.htm>.

B. Fringe Benefits/Taxes: While you are not required to show calculations for fringe benefits and taxes related to each employee on the budget form, you are required to show these calculations as part of the budget narrative.

C. Professionals/Consultants: This category should include payments made to individuals who provide special services in order to help you operate your program, but who are not employees, such as consultants, trainers or evaluators. Outside consultants that are paid to provide staff development services should also be included here. Please follow the instructions provided on Form F for this section and show all calculations.

D. Subcontractors: This refers to subcontractors who provide services to your target population to help enhance your program. Subcontractors are usually other nonprofit, community-based organizations. The total listed here should only reflect the subcontractor’s program expenses; the subcontractor’s administrative expenses should be listed on a separate line in the Administrative Expenses portion of the budget spreadsheet.

E. Program Materials and Supplies: List all materials and supplies used by your program. This includes paper and pencils, books, arts and crafts supplies and recreational equipment, for example. This category should also include reproduction costs for program materials. Please show all calculations.

F. Other Program Expenses: This category is for items that do not fit into any of the above categories. For example, costs for criminal screening and fingerprinting can be shown here. Other examples include youth stipends, field trips, special events, mileage, MUNI fast passes, bus rentals, graduation ceremonies and food for participants.

Please break out your program’s other expenses, and do not include a line item titled “Other Program Expenses” with a lump sum amount.

G. Administrative and Indirect Costs: Total Administrative and Indirect Costs must not exceed 15% of the total grant budget. The 15% cap also applies to all subcontractors. A lower threshold of 1 – 10% will apply to contracts with pass-through items such as stipends, reimbursements and subcontracts, with the percentage depending on the dollar amount of the pass-through.

Grantees must provide line-item detail for Administrative Costs in their grant budgets.

Indirect Costs

Allowed prorated indirect costs include audit, insurance, bookkeepers, accounting services, payroll, the executive director's salary and other administrative support salaries. In addition, this category includes the prorated cost of administrative postage, rent, equipment lease, utilities, pagers, phone bills, cellular phone bills, janitorial services, insurance, Internet lines, etc.

Administrative Costs

List the position titles, percentage full-time equivalent (FTE, e.g., 100 for 1FTE, 50% for .5FTE) for administrative personnel charged to this grant, and the hourly pay rate for all staff members. Listing the hourly pay rate is particularly important because all funded programs should be in compliance with San Francisco's Minimum Compensation Ordinance. The text of the Minimum Compensation Ordinance can be found online at <http://www.sfgov.org/oca/lwfh.htm>.

From Date: _____ To Date: _____

A. Program Expenses						
Personnel	Salary Range	FTE (%)	Amount Requested	Funding from other Sources- <i>Cash</i>	Funding from other Sources <i>In-Kind</i>	Total
a.						
b.						
c.						
d.						
e.						
f.						
B. Benefits @ _____%						
Subtotal Personnel						

Operating Expenses	Amount Requested	Funding from Other Sources- <i>Cash</i>	Funding from Other Sources <i>In-Kind</i>	Total
C. Professionals/Consultants				
D. Subcontracts				
E. Program Materials (list)				
F. Other Program Expenses (list)				
Subtotal Operating Expenses				
G. Administrative or Indirect Costs(list-15% limit)				
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.*

A. Program Expenses						
Personnel	Salary Range	FTE (%)	Amount Requested	Funding from other Sources- <i>Cash</i>	Funding from other Sources <i>In-Kind</i>	Total
a.						
b.						
c.						
d.						
e.						
f.						
B. Benefits @ _____%						
Subtotal Personnel						

Operating Expenses	Amount Requested	Funding from Other Sources- <i>Cash</i>	Funding from Other Sources <i>In-Kind</i>	Total
C. Professional Services				
D. Subcontracts				
E. Program Materials (list)				
F. Other Program Expenses (list)				
Subtotal Operating Expenses				
G. Administrative or Indirect Costs(list-15% limit)				

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.*

**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.

Appendix

**CITY & COUNTY OF SAN FRANCISCO
HUMAN RIGHTS COMMISSION
HRC ATTACHMENT 2**

***Requirements for Architecture, Engineering, & Professional Services Contracts*
FOR CONTRACTS \$29,000 AND OVER**

- Form 2A – HRC Contract Participation Form
- Form 3 - HRC Non-Discrimination Affidavit
- Form 4 - HRC Joint Venture Form (if applying in a joint venture)
- Form 5 - HRC Employment Form

Declaration and Certification Forms

- Certification of Proposer Regarding Debarment and Suspension Form(s)
- Certification of Subcontractor, Lower Tier Subcontractor or Supplier Regarding Debarment and Suspension Form(s)
- 12P Minimum Compensation Ordinance (MCO) Declaration Form
- 12Q Health Care Accountability Ordinance (HCAO) Declaration Form
- First Source Hiring Program (FSHP) Declaration Form
- Chapter 12B Compliance Certification Form



FORM 2A: HRC CONTRACT PARTICIPATION FORM

Section 1: This form must be submitted with the proposal or the proposal may be deemed non-responsive and rejected. Prime Proposer, each Joint Venture Partner, Subconsultants, Vendors, and lower sub tiers must be listed on this form. Only HRC certified LBEs can be used to meet the LBE subconsultant goal. An LBE Prime proposer (whether submitting a proposal on its own or as part of a joint venture) cannot count its participation towards meeting the LBE subconsultant goal.

Be sure to check box for Rating Bonus. If more space is needed, attach additional copies of this form. This form is also completed and submitted for all contract modifications which exceed the original contract amount by more than 20%.

Contract:	RATING BONUS	
	<input type="checkbox"/> LBE 10%	<input type="checkbox"/> Joint Venture 7.5%
Firm:	<input type="checkbox"/> Joint Venture 5%	<input type="checkbox"/> Joint Venture 10% (LBEs ONLY)
Contact Person:	<input type="checkbox"/> No Rating Bonus Requested	
Address:	LBE Goal %	
City/ZIP		
Phone		

*Type: Identify if prime (P), JV partner (J), Subconsultant (S), or Vendor (V)

TYPE *	Firm	PORTION OF WORK (describe scope(s) of work)	% OF WORK	INDICA TE LBE YES/NO	If an LBE, Identify MBE, WBE, or OBE **	% OF LBE SUBWORK
			%			%
			%			%
			%			%
			%			%
Total % of Work: 100%				Total LBE Subconsulting%		%

I declare, under penalty of perjury under the laws of the State of California, that I am utilizing the above Consultants for the portions of work and amounts as reflected in the Proposal for this Contract.

Owner/Authorized Representative (Signature): _____ Date: _____

Print Name and Title: _____

** MBE = Minority Business Enterprise, WBE = Women Business Enterprise, OBE = Other Business Enterprise. See HRC website (http://sfgov.org/site/uploadedfiles/sfhumanrights/directory/vlistS_1.htm) for each firm's status.

Section 2. Prime Proposer, Joint Venture Partners, Subconsultant, and Vendor Information

Provide information for each firm listed in Section 1 of this form. Firms which have previously worked on City contracts may already have a vendor number. Vendor numbers of LBE firms are located in the HRC LBE website at www.sfgov.org/sfhumanrights. Use additional sheets if necessary.

FIRM NAME:	_____	VENDOR #:	_____
ADDRESS:	_____	FEDERAL ID #:	_____
CITY, ST, ZIP:	_____	PHONE:	_____
SERVICE:	_____	FAX:	_____

FIRM NAME:	_____	VENDOR #:	_____
ADDRESS:	_____	FEDERAL ID #:	_____
CITY, ST, ZIP:	_____	PHONE:	_____
SERVICE:	_____	FAX:	_____

FIRM NAME:	_____	VENDOR #:	_____
ADDRESS:	_____	FEDERAL ID #:	_____
CITY, ST, ZIP:	_____	PHONE:	_____
SERVICE:	_____	FAX:	_____

FIRM NAME:	_____	VENDOR #:	_____
ADDRESS:	_____	FEDERAL ID #:	_____
CITY, ST, ZIP:	_____	PHONE:	_____
SERVICE:	_____	FAX:	_____

FIRM NAME:	_____	VENDOR #:	_____
ADDRESS:	_____	FEDERAL ID #:	_____
CITY, ST, ZIP:	_____	PHONE:	_____
SERVICE:	_____	FAX:	_____

FIRM NAME:	_____	VENDOR #:	_____
ADDRESS:	_____	FEDERAL ID #:	_____
CITY, ST, ZIP:	_____	PHONE:	_____
SERVICE:	_____	FAX:	_____



FORM 3: HRC NON-DISCRIMINATION AFFIDAVIT

1. I will ensure that my firm complies fully with the provisions of Chapter 14B of the San Francisco Administrative Code and its implementing Rules and Regulations and attest to the truth and accuracy of all information provided regarding such compliance.
2. I acknowledge and agree that any monetary penalty assessed against my firm by the Director of the Human Rights Commission shall be payable to the City and County of San Francisco upon demand. I further acknowledge and agree that any monetary penalty assessed may be withheld from any monies due to my firm on any contract with the City and County of San Francisco.
3. I declare and swear under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct and accurately reflect my intentions.

Signature of Owner/Authorized Representative: _____

Owner/Authorized Representative (Print) _____

Name of Firm (Print) _____

Title and Position _____

Address, City, ZIP _____

Federal Employer Identification Number (FEIN): _____

Date: _____



FORM 4: HRC joint VENTURE FORM

This form must be submitted ONLY if the proposer is requesting a Joint Venture partnership with an LBE firm for the rating bonus. The Joint Venture partners must submit a joint venture agreement and management plan with the proposal. All work must be accounted for including subconsulting work.

SECTION 1: GENERAL INFORMATION

1. Name of Contract or Project:

2. Name of all JV partners: (Check LBE if applicable)

	LBE <input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Attach a copy of Joint Venture Agreement and Management plans.

4. The management plan must include the following information:

- a. Describe in detail how decisions will be made for work distribution and compliance of LBE Joint Venture participation.
- b. Provide each Joint Venture partner’s specific duties and responsibilities (include organizational chart)
- c. Identify the Location of Joint Venture Office.
- d. Provide in detail how decision will be made for work distribution to LBE subconsultants and/or vendors.
- e. Submit copies of bank signature cards with authorized names, titles, and address/city of the bank (required after award of contract.)

5. Calculation of the Rating Bonus. See §2.02D of HRC Attachment 2 for an example.

If the joint venture partners are dividing the work according to a different formula than that described below, please contact HRC staff and describe the arrangement in detail prior to submittal of proposal.

Joint venture partners are encouraged to meet with HRC regarding their joint venture prior to submitting their proposal.

The rating bonus is awarded based on the LBE JV partner tasks calculated as a percentage of the total JV partner tasks.

Step 1. Calculate total JV partner tasks.

Total Contract Tasks	=	100%
Percentage of Total Work to be Performed by Subconsultants	-	%
Percentage of JV partner tasks	=	%

Step 2. Calculate LBE JV partner tasks:

	A	B	C
Description of JV partner Scopes of Work (Specific details of work)	JV Partners' Work as a % of the total project	% of Task by Non-LBE JV Partner	% of Task by LBE JV Partner
	%	%	%
	%	%	%
	%	%	%
	%	%	%
	%	%	%
TOTAL JV %	%	%	%

Step 3. Calculate LBE JV partner work as a percentage of the total JV partner work for the rating bonus.

Total LBE JV Partner %		÷	Total JV %		=	%
------------------------	--	---	------------	--	---	---

JOINT VENTURE PARTNERS MUST SIGN THIS FORM

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Name and Title (Print)

Name and Title (Print)

Firm Name

Firm Name

Telephone

Date

Telephone

Date

CERTIFICATION OF PROPOSER REGARDING DEBARMENT AND SUSPENSION*

I, _____, by affixing my signature hereto, under penalty of perjury, hereby certify that, except as noted below, that my principals and I:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a government agency;
2. have not within a 3-year period preceding this Proposal been convicted of or had a civil judgment rendered against us for: (i) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; (ii) violation of federal or state antitrust statutes; or (iii) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in item 2 above; and
4. have not within a 3-year period preceding this Proposal had one or more public transactions (federal, state or local) terminated for cause or default.
5. Where the Proposer is unable to certify to any of the statements in this certification because it currently violates or has previously violated the above conditions 1 to 4, such prospective participant shall provide a description of each instance of violation and attach an explanation to this Proposal. The Proposer declares the following exceptions to the above representations: *(If there are exceptions to this Certification, insert the exceptions in the space provided below.)*

Exceptions will not necessarily result in denial of award of the Contract, but will be considered in determining Proposer responsibility. For each exception noted above, Proposer shall indicate below to whom it applies, name of the government entity and dates of action:

<u>Exception</u>	<u>Person</u>	<u>Government Entity</u>	<u>Dates Inclusive</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Proposer's Name

Name and Title of Signer

Proposer's Street Address

Proposer's City, State, ZIP

Proposer's Telephone No.

Signature of Proposer or Authorized Representative

Date

NOTICE: Providing false information may result in criminal prosecution or administrative sanctions.
*Fulfills requirements of Title 49, CFR, Part 29

CERTIFICATION OF SUBCONTRACTOR, LOWER-TIER SUBCONTRACTOR OR SUPPLIER
REGARDING DEBARMENT AND SUSPENSION*

I, _____, by affixing my signature hereto, under penalty of perjury, hereby certify that, except as noted below, that my principals and I are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any government agency.

Where the subcontractor, lower-tier subcontractor or supplier is unable to certify to any of the statements in this certification because it currently violates or has previously violated the above conditions of the certification, such subcontractor, lower-tier subcontractor or supplier shall provide description of each instance of violation and attach an explanation to this Document. The subcontractor, lower-tier subcontractor or supplier declares the following exceptions to the above representations: *(If there are exceptions to this Certification, insert the exceptions in the space provided below.)*

Exceptions will not necessarily result in denial of award of the Contract, but will be considered in determining Proposer responsibility. For each exception noted above, indicate below to whom it applies, name of the government entity and dates of action:

<u>Exception</u>	<u>Person</u>	<u>Government Entity</u>	<u>Dates Inclusive</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Proposer's Name

Name and Title of Signer

Proposer's Street Address

Proposer's City, State, ZIP

Proposer's Telephone No.

Signature of Proposer or Authorized Representative

Date

NOTICE: Providing false information may result in criminal prosecution or administrative sanctions.

**Fulfills requirements of Title 49, CFR, Part 29 (applicable to all subcontracts, purchase orders and other lower tier transactions of \$25,000 or more)*

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF LABOR STANDARDS ENFORCEMENT
DONNA LEVITT, MANAGER



Minimum Compensation Ordinance (MCO) Declaration

What the Ordinance does. The Minimum Compensation Ordinance (MCO) became effective October 8, 2000, and was later amended by the Board of Supervisors, with an effective date for the amendments of October 14, 2007. The MCO requires City contractors and subcontractors to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated (12 days per year or cash equivalent) and uncompensated time off (10 days per year). The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements.

The MCO applies only if you have at least \$25,000 in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors.

The City may require contractors to submit reports on the number of employees affected by the MCO.

Effect on City contracting. For contracts and amendments signed on or after October 8, 2000 the MCO will have the following effect:

- In each contract, the contractor will agree to abide by the MCO and to provide its employees the minimum benefits the MCO requires, and to require its subcontractors subject to MCO to do the same.
- If a contractor does not agree to provide the MCO's minimum benefits, the City will award a contract to that contractor **only if** the contractor has received an approved exemption or waiver under MCO from the Office of Labor Standards Enforcement (OLSE) through the contracting Department. The contract will not contain the agreement to abide by the MCO if there is an exemption or waiver on file.

What this form does. If you can assure the City now that, beginning with the first City contract or amendment you receive after October 8, 2000 and until further notice, you will provide the minimum benefit levels specified in the MCO to your covered employees, and will ensure that your subcontractors also subject to the MCO do the same, this will help the City's contracting process.

If you cannot make this assurance now, please do not return this form.

For more information, (1) see our Website, including the complete text of the ordinance: www.sfgov.org/olse, (2) e-mail us at: MCO@sfgov.org, (3) Phone us at (415) 554-6292.

Routing. Return this form to the City department that sent it to you.

Declaration

In order to be a certified vendor with the City and County of San Francisco, this company will provide, if applicable, the minimum benefit levels specified in the MCO to our Covered Employees, and will ensure that our subcontractors also subject to the MCO do the same, until further notice. This company will give such notice as soon as possible.

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Signature

Date

Print Name

City Vendor Number (if known)

Company Name

() _____
Phone

Federal Employer ID #

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF LABOR STANDARDS ENFORCEMENT
DONNA LEVITT, MANAGER



Health Care Accountability Ordinance (HCAO) Declaration

What the Ordinance Requires. The Health Care Accountability Ordinance (HCAO), which became effective July 1, 2001, requires Contractors that provide services to the City or enter into certain leases with the City, and certain Subcontractors, Subtenants and parties providing services to Tenants and Subtenants on City property, to provide health plan benefits to Covered Employees, or make payments to the City for use by the Department of Public Health (DPH), or, under limited circumstances, make payments directly to Employees.

The HCAO applies only to Contractors with at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department(s) and have more than 20 Employees (50 Employees for non-profit organizations) including Employees of any parent, subsidiaries and subcontractors.

The City may require Contractors to submit reports on the number of Employees affected by the HCAO.

Effect on City Contracting. For contracts and amendments signed on or after July 1, 2001, the HCAO requires the following:

- Each contract must include terms ensuring that the Contractor will agree to abide by the HCAO and either to provide its employees with health plan benefits meeting the Minimum Standards set forth by the Director of Health or to make the payments required by the HCAO;
- All City Contractors must agree to comply with the requirements of the HCAO unless the Contracting Department has obtained an approved exemption or waiver under the HCAO from the Office of Labor Standards (OLSE).
- Contractors must require any Subcontractors subject to the HCAO to comply with the HCAO:

The Purpose of This Declaration. By submitting this declaration, you are providing assurances to the City that, beginning with the first City contract or amendment you receive after July 1, 2001 and until further notice, you will either provide the health plan benefits meeting the Minimum Standards to your covered employees or make the payments required by the HCAO, and will ensure that your Subcontractors also abide by these requirements. **If you cannot provide this assurance, do not return this form.**

To obtain more information regarding the HCAO, Visit our website, which includes links to the complete text of the HCAO, at www.sfgov.org/olse/hcao; send an e-mail to HCAO@sfgov.org; or call (415) 554-6237.

Where to Send this Form. Return this form to the City Department that sent it to you.

Declaration

In order to be a certified vendor with the City and County of San Francisco, the company named below will either provide, if applicable, health benefits specified in the HCAO to our covered employees or make the payments required by the HCAO, and will ensure that our subcontractors that are subject to the HCAO also comply with these requirements, until further notice. The company named below will provide such notice as soon as possible.

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Signature

Date

Print Name

City Vendor Number (if known)

Company Name

(____) _____
Phone

Federal Employer ID #



Gavin Newsom, Mayor

FIRST SOURCE HIRING PROGRAM CERTIFICATION

Submit completed and signed certification form with Bid if Bidder's Total Bid Price and, if applicable, Alternates selected by the City prior to the date of award of the Contract exceeds \$50,000. The City may determine that Bidder's Bid is non responsive if Bidder's Total Bid Price and selected Alternates, if applicable, exceeds \$50,000 and Bidder fails to submit this certification with its Bid.

I, _____, by affixing my signature hereto, acknowledge that I have read San Francisco Administrative Code chapter 83 and agree to participate in the "First Source Hiring Program" of the City and County of San Francisco, which fosters construction and permanent employment opportunities for Qualified Economically Disadvantaged Individuals, and that I will comply with First Source Program requirements, including but not limited to the following:

- 1. Provide accurate information to the City's First Source Hiring Administration about the availability of Entry-Level Positions, as defined in the First Source Program Requirements by completing the First Source "Employer's projections of Entry Level Positions" and submitting completed form to the First Source Hiring Program;
2. Offer the City's Workforce Development System the first opportunity to refer qualified job applicants for consideration for such Entry-Level Positions or apprentice positions; and
3. Require my Subcontractors to participate in the First Source Hiring Program.

I understand that in accordance with the First Source Hiring Program the final decision to hire Qualified Economically Disadvantaged Individuals shall be made by Contractor or its Subcontractors.

As a condition precedent to execution of the Contract, I further understand and agree that within 5 working days after the date of award of the contract, I will submit a completed Employer Projection of Job openings form, indicating the total estimated number of Entry-Level Positions or apprentice positions by craft or trade what will be needed for Work under this Contract, including non-craft employees.

During the Contract I will be required to submit, and shall require my Subcontractors to submit, lists of current Entry-Level Positions and apprentice positions and employees currently occupying those Entry-Level Positions or apprentice positions to establish a baseline of potential Entry-Level Positions and apprentice positions.

The City will review Contractor's activities to verify compliance with the above requirements. I agree to maintain accurate records demonstrating my compliance during the Contract and to provide upon request all information deemed necessary by the City to verify Contractor's compliance. I further agree that Contractor, or its Subcontractors, who fail to comply with the above requirements may be assessed liquidated damages in the amount of five thousand dollars (\$5,000) for every new hire for each Entry-Level Position or apprentice position that is improperly withheld from the First Source Hiring Program.

Bidder's Company Name

Bidder's Street Address

Name and Title of Signer

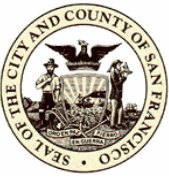
Bidder's City, State, Zip

Bidder's Telephone No.

Signature of Bidder or Authorized Representative

Date

END OF DOCUMENT



CITY AND COUNTY OF SAN FRANCISCO HUMAN RIGHTS COMMISSION

S.F. ADMINISTRATIVE CODE CHAPTERS 12B & 12C DECLARATION: NONDISCRIMINATION IN CONTRACTS AND BENEFITS (HRC-12B-101)

► Section 1. Vendor Information

DATE & TIME RECEIVED BY HRC
(FOR HRC USE ONLY)

Name of Company: _____

Name of Company Contact Person: _____

Phone: _____ Ext.: _____ Fax: _____

E-mail Address: _____

Vendor Number (if known): _____

Federal ID or Social Security Number: _____

Approximate Number of Employees in the U.S.: _____

Are any of your employees covered by a collective bargaining agreement or union trust fund? Yes No

Union name(s): _____

► Section 2. Compliance Questions

Question 1. Nondiscrimination – Protected Classes

A. Does your company agree it will not discriminate against its employees, applicants for employment, employees of the City, or members of the public on the basis of the fact or perception of a person’s membership in the categories listed below? **Please note:** a “YES” answer is required for compliance. Please answer yes or no to each category.

- | | | | | | |
|-------------------|------------------------------|-----------------------------|--|------------------------------|-----------------------------|
| • Race | <input type="checkbox"/> Yes | <input type="checkbox"/> No | • Sex | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Color | <input type="checkbox"/> Yes | <input type="checkbox"/> No | • Sexual orientation | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Creed | <input type="checkbox"/> Yes | <input type="checkbox"/> No | • Gender identity (transgender status) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Religion | <input type="checkbox"/> Yes | <input type="checkbox"/> No | • Domestic partner status | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • National origin | <input type="checkbox"/> Yes | <input type="checkbox"/> No | • Marital status | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Ancestry | <input type="checkbox"/> Yes | <input type="checkbox"/> No | • Disability | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Age | <input type="checkbox"/> Yes | <input type="checkbox"/> No | • AIDS/HIV status | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Height | <input type="checkbox"/> Yes | <input type="checkbox"/> No | • Weight | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

B. Does your company agree to insert a similar nondiscrimination provision in any subcontract you enter into for the performance of a substantial portion of the contract you have with the City? **Please note:** you must answer this question even if you do not intend to enter into any subcontracts.

Yes No

Question 2. Nondiscrimination – Equal Benefits for Employees with Spouses and Employees with Domestic Partners

A. Does your company provide or offer access to any benefits to employees with spouses or to spouses of employees?

Yes No

B. Does your company provide or offer access to any benefits to employees with (same or opposite sex) domestic partners* or to domestic partners of employees?

Yes No

Questions 2A and 2B should be answered YES even if your employees pay some or all of the cost of spousal or domestic partner benefits.

*The term “Domestic Partner” includes both same-sex and opposite-sex couples who have registered with any state or local government domestic partnership registry. See S.F. Admin. Code Ch. 12B.1(c).

If you answered “NO” to both Questions 2A and 2B, go to Section 4, complete and sign the form, filling in all items requested.

If you answered “YES” to either or both Questions 2A and 2B, please continue to Question 2C.

(OVER)

Question 2. (continued)

- C. Please check all benefits that apply to your answers above and list in the “other” section any additional benefits not already specified. Note: some benefits are provided to employees because they have a spouse or domestic partner, such as bereavement leave; other benefits are provided directly to the spouse or domestic partner, such as medical insurance.

BENEFIT	Yes for Employees with Spouses	Yes for Employees with Domestic Partners	No, this Benefit is Not Offered	Documentation of this Benefit is Submitted with this Form
• Health Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Retirement (Pension, 401(k), etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bereavement Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Family Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Parental Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Employee Assistance Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Relocation & Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Company Discount, Facilities & Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Credit Union	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Dependent Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: If you can't offer a benefit in a nondiscriminatory manner *because of reasons outside your control*, (e.g., there are no insurance providers in your area willing to offer domestic partner coverage) you may be eligible for Reasonable Measures compliance. To comply on this basis, you must agree to pay a cash equivalent, submit a completed Reasonable Measures Application Form (HRC-12B-102) with all necessary attachments, and have your application approved by the HRC. For more information, see Rules of Procedure section II B or contact the HRC.

➤ **Section 3. Required Documentation**

YOU MUST SUBMIT SUPPORTING DOCUMENTATION

to verify each benefit marked in Question 2C. Without proper documentation, your company cannot be certified as complying with Chapters 12B & 12C. For example, to document medical insurance submit a statement from your insurance provider or a copy of the eligibility section of your plan document; to document leave programs, submit a copy of your company's employee handbook. If documentation of a particular benefit does not exist, attach an explanation. For more information see the Quick Reference Guide at <http://www.sfgov.org/site/uploadedfiles/sfhumanrights/forms/quickref.pdf> or contact the HRC.

Have you submitted supporting documentation for each benefit offered? Yes No

➤ **Section 4. Executing the Document**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this _____ day of _____, in the year _____, at _____, _____
(City) (State)

Signature

Mailing Address

Name of Signatory (please print)

City, State, Zip Code

Title

➔ **Submit this form and supporting documentation to:** HRC, 25 Van Ness Ave., Suite 800, San Francisco, CA 94102-6033, or to the City department that sent it to you if the department so requests.

✓ **Resource Materials** and additional copies of this form may be found at: www.sfhrc.org.

☎ **For assistance** please contact the Human Rights Commission at 415-252-2500 (TTY: 415-252-2550).