

CHILDREN AND FAMILIES COMMISSION



From Day One

CITY AND COUNTY OF
SAN FRANCISCO

REQUEST FOR PROPOSALS

AFTERCARE SERVICES FOR HOMELESS FAMILIES

Number 10

Prepared by:

San Francisco Children and Families Commission
1390 Market Street, Suite 318
San Francisco, CA 94102
415.934.4849
415.565.0494 fax
sfcdc@dcyf.org

www.sfkids.org



SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION
AFTERCARE SERVICES FOR HOMELESS FAMILIES
Request for Proposal 10

TABLE OF CONTENTS

		Page
	Schedule of Events	iii
I	General Information	1
II	Program Overview for Aftercare Services for Homeless Families	2
III	Scope of Work	4
IV	Request for Proposal Process and Requirements	4
V	Proposal Submission and Review	7
VI	Narrative Details	13
VII	Proposal Evaluation and Award Process	14
VIII	Responsibilities	18
IX	Required Forms	19
ATTACHMENTS		
1	Proposal Cover Sheet	20
2	Budget Request Form	21
3	Insurance	25
4	Services to be Provided/Evaluation Plan	26
5	Tobacco – Free Policy	28
6	Parent Link	32



SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION
Aftercare Services for Homeless Families
Request for Proposal 10

SCHEDULE OF EVENTS

1.	RFP is advertised and issued	October 9, 2002
2.	Pre-proposal conference	October 24, 2002
3.	Letter of Intent	October 30, 2002
4.	Proposal Submission Deadline	November 21, 2002
5.	Anticipated Commission Meeting for Review	March 2003

I. General Information

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 at 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.

The San Francisco Children and Families Commission

In accordance with provisions of the Act, the San Francisco Board of Supervisors appointed nine Commissioners to 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.

Scope of Funding and Grant Term

This Request for Proposal (hereafter referred to as the “RFP”) addresses needs related to Focus Area IV: Children and Families Needing Enhanced Services.

The Commission has allocated a maximum of \$1,050,000 over 3 years for this project. Individual grant awards will not exceed \$60,000 per year for 3 years. 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 may require annual review of Work Plans and disbursement amounts for multi-year contracts.

Allowable and Not Allowable Costs

- Requested funding must be used to implement the types of activities described in the “Scope of Work.”
- Initiatives must be designed to serve prenatal to 5 year old population and their families who were homeless in San Francisco within the past 60 days.
- 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. The funds shall only be used for services to children 0 –5 years old, their families, or support prenatal services. 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.

II. Program Overview

A. Objective

Through this initiative the Commission wants to help homeless families, with children aged 0-5, and expectant parents to have the opportunity for support after they move on to their own homes. The Commission recognizes studies that indicate families with a network of support are less likely to fall back into homelessness than those without such a community. Aftercare programs are important services for families making transition from the shelter environment to an independent life.

With this project the Commission seeks to achieve the following objective:

All homeless families with children 0 –5 are able to transition into permanent and stable housing.

B. Statement of Need

Homelessness is a devastating experience for families. It disrupts virtually every aspect of family life, damaging the physical and emotional health of family members, interfering with children’s education and development, and frequently results in the separation of family members. The San Francisco Children and Families Commission recognizes one of the fastest growing segments of the homeless population are families with young children. Homelessness severely impacts the health and well being of all family members. The number of homeless children seen by Connecting Point – the “gateway” into the shelter system for homeless families – was 4,041 in 1999/2000. Over 50% or 2800 were children under the age of five.

Aftercare services provide follow-up services and continued support to children and their families once they transition to permanent housing. Aftercare services continue to support children and their families as they encounter issues and challenges associated with their new living arrangements. The provision of aftercare services has been demonstrated to contribute to children and their families remaining in permanent housing and preventing recidivism to homelessness.

III. Scope of Work

Aftercare services funded through this RFP must be integrated into a comprehensive system of services to homeless families with children prenatal to five years old. Applicants must demonstrate their capacity to implement the proposed initiative and to expand beyond the current level of services provided.

Beneficiaries of services funded through this RFP are limited to children aged 0-5; their parents, caregivers, and families; and expectant parents, who have been homeless in shelter environments and have made the transition to permanent housing. Agencies applying for funds are expected to design or enhance, implement, and evaluate aftercare services that will improve homeless families' access to services, housing stability, and sense of personal control for families with 0-5 year olds, who were homeless in San Francisco and have transitioned to permanent housing.

Initiatives must include an integrated, on-site child watch component for homeless families with children 0-5 while providing aftercare services.

While service categories funded through this initiative are not limited to the following, these service categories are prioritized by this initiative:

- Establish links for families to services/support near the permanent home,
- Crisis intervention,
- Landlord/tenant relationship mediation,
- Life skills building, including money management and budgeting,
- Development of natural supports,
- Resources and referrals.

The funds available through this initiative should not be used for political organizing or advocacy.

In addition, funded organizations must agree to participate in any audit, monitoring, or evaluation activities required by the County or State Commission.

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 Item C 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 318, 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 **October 24, 2002 at 2:00 p.m.** to be held at San Francisco Children and Families Commission, 1390 Market Street, Suite 318, 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 strongly encouraged to submit a Letter of Intent, so it is received by Commission **by October 30, 2002**, indicating that they intend to submit a proposal in response to this RFP No. 10.

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: **Aftercare Services for Homeless Families**
- 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 318
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.

E. Review and Selection of Proposals

There are five stages to the application review process.

1. First, the Commission staff will review each application to ensure that basic requirements for scope of work, content, and formatting are met. Applications that do not meet the basic requirements will not be considered. The scope of work is described above in Section III of this RFP. Basic format and content requirements are described below in Section VII.
2. Second, independent reviewers will individually read and score proposals according to the criteria described below.
3. Third, Commission staff will tally the proposal scores and advise successful 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.
4. Commission staff will make a final funding recommendation to the Commission. In general, funding awards will be made to the highest scoring proposals. The staff may provide special consideration to ensure that a variety of initiatives are funded.

5. Finally, the full Commission will approve the funding recommendation or may provide the review team 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. The Commission may require revisions to the proposal during the grant negotiation process.

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 10 listed below in Section B. (“Contents”)) may not exceed 10 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, labeled as such, and ten (10) 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. Target Community and Population
4. Summary of the Needs
5. Services to be Provided
6. Evaluation Plan
7. Implementation Details and Timeline
8. Agency Qualifications
9. Staffing
10. Service Integration
11. Budget Narrative
12. Accountability Worksheet Form (attachment 4)
13. Budget (attachment 2)
14. 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.)

C. Submission Instructions

All proposals must be submitted according to the application guidelines.

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

- It is received after [Thursday, November 21, 2002, 5:00 p.m.](#)
- 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 10 copies.

Please submit **an original and ten copies** of the proposal no later than [November 21, 2002, 5:00 p.m.](#) The proposals must be assembled together, placed in one package and submitted as follows:

PROPOSAL RFP-10

San Francisco Children and Families Commission
1390 Market Street, Suite 318
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.

Applications should include only the components and attachments described in Section VII, Part B. NOTE: Do not include any additional

attachments or appendices, as these will not be presented to the independent reviewers.

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 and Population

- Provide a description of the formally homeless San Francisco community or target population the project will serve.
- Describe the age of the targeted population to be served. Include demographic and socio-economic characteristics, racial/ethnic composition, and any other diverse cultural or linguistic patterns that describe who is in the family.

Summary of the Needs

- Provide a justification for why this project is needed. Include information about the specific needs the proposed initiative is designed to address.
- Describe why this service is best provided by the proposed delivery system.

Program Activities

Services to be Provided

- Describe the prioritized service categories the project will provide to meet initiative objectives. Describe in detail the activities that will occur for each service category and any additional services. Provide a rationale as to why you have selected these services for achieving your program goals.
- Describe how these program activities are appropriate and responsive to meet the needs of your targeted population, including any provisions to ensure the services are culturally and linguistically appropriate.
- Describe how many in the prenatal to 5-year old population and their families will benefit from the proposed services.

Implementation Plan

- Describe how the proposed project will be initiated.
- Specify how you intend to recruit and select those in the prenatal to 5 year-old population with whom you will work.
- Provide a description of implementation steps and a timeline for implementation.

Evaluation Plan

- Present a plan for evaluating the proposed initiative. It is desirable that recidivism to homelessness be tracked beyond the grant period.
- Describe the methods, tools, or processes that will be used to collect data.
- The collected data should measure both outputs (how often a service is provided, how many in the prenatal to 5 year old population are affected and how many in their families are affected) and impact (specific measurable changes that result from the initiative) related to the Commissions objective for this initiative.

- Provide a description of more specific, measurable and quantifiable project indicators that are related to the project/Commission's objective(s). For example, families remain in stable living situation, employment maintained, parents participating in aftercare sessions will obtain increased personal control, etc.
- Complete Services to be Provided/Evaluation Plan (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 your agency's experience working with families in the targeted neighborhood or population.

Staffing

- Provide a list of current staff or new positions that will be involved in the implementation of the proposed project and a brief description of their responsibilities and qualifications.

Budget, Budget Narrative, and Sustainability

Budget, Budget Narrative

- Complete the Budget Form (Attachment 2) showing the amount and purpose of requested funds.
- Proposals may allocate a portion of the budget to cover the costs of in-house or independent evaluation.
- Justify expenses claimed to the project.
- Provide a budget narrative to explain the budgeted 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.

Sustainability

- Describe your plan for securing financial resources to ensure the long-term viability of the project.

VII. Proposal Evaluation and Award Process

After the proposal submission deadline, the Commission evaluation committee will review and score each proposal according to the evaluation categories and points as set forth below:

CATEGORY	MAXIMUM SCORE
Needs Assessment	
Target Community and Population	5 points
Summary of Needs	5 points
Program Activities	
Services to be Provided	20 points
Evaluation Plan	15 points
Implementation Plan and Timeline	10 points
Agency Qualifications	
Agency Description/Capability	10 points
Staffing	10 points
Budget, Budget Narrative, Sustainability	
Budget/Budget Narrative	15 points
Sustainability	10 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

Target Community and Population (5 Points)

- a) Are the populations to be served and their characteristics to be clearly specified?
- b) Does the proposal include quantitative data about the target population?
- c) Does the proposal demonstrate an understanding of the unique, including cultural and linguistic, needs of the target population?

Summary of the Needs (5 Points)

- a) Are the needs of the proposed population, their families and communities clearly specified?

- b) Does the proposal address and demonstrate the need for the proposed services?
- c) Are the needs supported by presentation of factual, relevant and reliable quantitative data?

Program Activities

Services to be Provided (20 Points)

- a) Does the agency propose to perform the prioritized service categories targeting formally homeless families with children prenatal to five years old? Are additional services proposed?
- b) Are the services to be provided adequately defined and described?
- c) Does there seem to be a logical relationship and likely impact by the proposed activities on initiative goals and target population needs?
- d) Is there a clear and effective plan for recruiting and selecting those who will benefit from the initiative?

Evaluation Plan (15 Points)

- a) Are project goals clearly stated and relevant to population needs?
- b) Are project goals 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 there provisions for evaluating both outputs and impacts of the initiative?
- e) Does the proposal describe the program activities and/or outputs that will support the achievement of the goal/objective, as well as, the outcomes of each activity and how its success will be measured. A suggested format is included as attachment 4.

Implementation Details and Timeline (10 Points)

- a) Does the proposal provide a description of implementation steps and a timeline for implementation?
- b) Is the timeline definitive and reasonable?
- c) Do the implementation details describe how the proposed project will be initiated?

Agency Qualifications

Agency Qualifications (10 Points)

- a) What is the relevance and quality of the organization's experience with the target population and community?
- b) Does the organization have experience implementing programs like the one proposed?
- c) Does the organization have the capability to quickly expand and successfully implement the initiative?
- d) Are the roles of the collaborative organizations, if applicable, clearly defined?

Staffing (10 Points)

- 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

Budget/Budget Narrative (15 Points)

- a) Is the project cost-effective relative to the project goals? (Is the expenditure reasonable for the result?)
- b) Are line item cost adequately identified and explained?
- c) Are funds from any other sources going to be used to contribute to the initiative?
- d) Is it clear that services are new or expansions of existing services and serve children 0 – 5 years old and their families and Commission funds are not supplanting other funds?
- e) Is it clear that funding for existing staff positions is not being supplanted?

Sustainability (10 points)

- a) Does the proposal include a credible strategy for project sustainability beyond Commission funding?

A. 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 highest ranked proposer and begin grant negotiations with the next highest ranked proposer. Written notification of the Commission's intent to award will be mailed to all proposers. **No grant shall be final until such time as the Commission executes a signed grant agreement.**

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.
-

C. Grant Award Protest Procedures

All protests to this solicitation must be received by the Commission within seven (7) days of the date the intent to award is issued. Protests shall be in writing, shall provide the contact name, agency name, project, address, and telephone numbers of the protesting party, and shall identify and explain the 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.

A failure to submit a protest claim at this time shall be deemed a waiver of the right to protest. Moreover, an 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

Written, quarterly summary progress and financial reports must be submitted to the Commission on all major activities including evaluation impact, accomplished or in progress. 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.

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.

B. Other Conditions

The following additional conditions apply to the Request for Proposals and to any agreements that result from the Request for Proposals:

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.

Evaluation

- 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.

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.

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

D. 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.

PROPOSAL COVER SHEET

Please use this form for your front cover.

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION**RFP 10****FY 2002 - 2003****AFTERCARE SERVICES FOR HOMELESS FAMILIES**

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	
	Telephone Number
Program Contact/Title	Telephone Number
Alternate Contact/Title	Telephone Number
Agency Address	FAX Number
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
November 21, 2001

San Francisco Children and Families Commission
1390 Market Street, Suite 318
San Francisco, CA 94102

Budget Request Form

Budget 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				

Budget Total Year 1				
----------------------------	--	--	--	--

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.*

Budget Request Form

Budget 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				

Budget Total Year 2				
----------------------------	--	--	--	--

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.*

Budget Request Form

Budget 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				

Budget Total Year 3				
----------------------------	--	--	--	--

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.*

Budget Request Form

Budget 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				

Total Project Budget				
-----------------------------	--	--	--	--

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 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

Accountability Worksheet

With this project the Commission seeks to achieve the following objective:

All homeless families with children 0 – 5 are able to transition into permanent and stable housing.

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

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



Section One 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 Two. 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 Three. 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 Four. 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.