

CHILDREN AND FAMILIES COMMISSION



From Day One

CITY AND COUNTY OF
SAN FRANCISCO

REQUEST FOR PROPOSAL Evaluation of Commission Programs and Activities Number 09

June 17, 2002

Prepared by:

San Francisco Children and Families Commission
1390 Market Street, Suite 900
San Francisco, CA 94102
415.934.4849
415.565.0494 fax
sfcdc@dcyf.org

www.sfkids.org



SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION
Evaluation of Commission Programs and Activities
Request for Proposal 09

TABLE OF CONTENTS

| | | Page |
|--------------------|---|------|
| | Schedule of Events | iii |
| I | General Information | 1 |
| II | Purpose of Evaluation | 2 |
| III | Scope of Work | 3 |
| IV | Request for Proposal Process and Requirements | 5 |
| V | Proposal Submission and Review | 6 |
| VI | Proposal Details | 11 |
| VII | Proposal Evaluation and Award Process | 12 |
| VIII | Responsibilities | 13 |
| IX | Required Forms, Contract Terms and Conditions | 14 |
| ATTACHMENTS | | |
| 1 | Insurance | 15 |
| 2 | Tobacco – Free Policy | 16 |



SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION
Evaluation of Commission Programs and Activities
Request for Proposal 09

SCHEDULE OF EVENTS

| | | |
|----|------------------------------|------------------------|
| 1. | RFP is advertised and issued | Monday, June 17, 2002 |
| 2. | Pre-proposal conference | Monday, July 1, 2002 |
| 3. | Letter of Intent | Friday, July 12, 2002 |
| 3. | Proposal Submission Deadline | Monday, August 5, 2002 |

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 are available on the Commission's website www.sfkids.org, or by calling (415) 934-4849.

Scope of Funding and Contract Term

The San Francisco County Children and Families Commission is requesting proposals for a three-year evaluation to measure the effectiveness of its funded programs. Described in Section V, Proposal Submission and Review, the evaluation should address the effectiveness of individual programs as well as the combined effect of these efforts towards reaching the Commission's overall goals and objectives. Evaluators will also be required to assess the impact of programs and services on targeted groups in San

Francisco County and to make recommendations on how to more effectively reach and serve these groups.

The Commission will require annual review of Work Plans and disbursement amounts for multi-year contracts.

The contract amount will depend on the scope of the services provided and the amount will not exceed \$225,000 in the first year, renewable for two additional years. The amount of funding necessary for each year of the three-year evaluation period is expected to fluctuate, with more funding necessary in the first year of the project. The funding amount in years two and three will be determined in consultation with the consultant based on the review of the proposed annual Work Plans.

Allowable and Not Allowable Costs

- Requested funding must be used to implement the types of activities described in the “Scope of Work.”
- Funds cannot be used for activities outside of the “Scope of Work.”
- Indirect costs may not exceed an amount equal to 15% of personnel costs.

II. Purpose of the Evaluation

The San Francisco Children and Families Commission considers the evaluation process to be a critical part of its planning and implementation efforts. The Commission’s work is guided by an annually updated Strategic Plan, which includes an accountability framework of goals, objectives, and indicators. The evaluation should assist the Commission in determining the degree to which programs and other efforts are achieving the Strategic Plan objectives.

The purpose of the evaluation is two-fold. First, the evaluation will directly address the specific initiatives of the Commission, answering questions concerning:

- The extent to which the Commission’s funded programs have contributed to meeting the goals and objectives stated in the Strategic Plan;
- The processes by which grantees achieved these objectives; and
- The projects’ overall impact on children 0-5 and their families in San Francisco County.

Secondly, the evaluation will address the overall work of the Commission, making periodic recommendations concerning refinements to specific programmatic and overall approaches towards implementation of Commission initiatives. This aspect of the evaluation should encompass the work of the Commission itself, as a way of gauging the success of the Commission in participating in broader system-level changes. Some of the issues to be addressed here include:

- The extent to which the Commission’s work has influenced system-level changes in San Francisco;
- The degree to which the Commission has become a hub for those working to improve the lives of children 0-5; and

- The level of satisfaction felt by those working with the Commission or on Commission-funded projects.

The evaluation results will help guide the planning and development of new programs focused on children 0-5 and their families. The evaluation will intersect with numerous other evaluation and data gathering efforts related to the Commission's work and will contribute important outcome and indicator data. These data, and the evaluator's analysis of these data, will inform the Commission on the effectiveness of programs focused on this population.

With design and implementation strategies derived from the evaluation, the Commission and its partners will have the tools and information to investigate and draw conclusions about initiatives aimed at improving the lives and experiences of children 0-5 in San Francisco.

Each of the Commission-funded agencies is required to conduct a self-evaluation of its grant activities and to submit quarterly reports with information regarding progress towards specific objectives. The Commission is in the process of implementing a web-based data collection system with all its grantees to track this information. The evaluation consultant will be expected to utilize both this data and the self-evaluations received from grantees and to ensure, to the extent possible, that additional evaluation efforts do not duplicate efforts currently underway.

In addition, there are other evaluations being conducted by outside evaluators of specific projects of which the Commission is not the sole funder. The evaluation consultant will similarly be expected to utilize these results where appropriate to avoid duplication.

The Commission is well aware that there are many demands on all of its funded partners and many reasons for participants in Commission-funded programs to be wary of evaluative activities. The successful proposal should respond to these concerns and suggest ways of collecting information that is culturally appropriate and ultimately useful to those participating in the evaluation.

III. Scope of Work

In conducting the evaluation for the Commission, the consultant is required to address at minimum the following:

- Whether and how the individual programs funded by the Commission are contributing to progress towards the Commission's Strategic Plan objectives, and whether the indicator data collected is suitable for tracking this progress.
- The overall profile of children and families participating in Commission-funded programs and the extent to which these children and families are better off in ways that can be attributed to the Commission's work.
- Whether the Commission is collecting sufficient and appropriate information from grantees, and what other data might help in assessing results.
- The degree to which the programs and the work of the Commission are leveraging other resources and contributing to cross-agency collaborations.

- Programmatic or process changes that could be made to increase the effectiveness of the Commission or its programs.
- Whether there are best practices that can be identified from among Commission activities.

Specifically, the evaluation team will engage in the following activities:

Project management – Coordinate with Commission staff on all evaluation activities and assume day-to-day responsibility for evaluation activities. In addition, the evaluation team will work in collaboration with Commission staff in on-going refinement of the Commission’s accountability framework, including setting objectives for specific programs and activities.

Development of final evaluation design and implementation of evaluation – Develop a distinct and well-defined evaluation design for the Commission’s intersecting activities that can be implemented within the timeframe of this project. The evaluation will include both process and outcome evaluation methodologies. The Commission expects to begin evaluation activities shortly after the selection process has concluded.

Data-Organizing – Utilize the Commission’s internet-based contract management system and coordination of data collected through other sources.

Dissemination activities – Submit regular updates, semi-annual, and annual reports on the Commission evaluation. Progress reports will be due quarterly. Evaluation reports should also be available in formats that are useful to and accessible by the public. In addition, the consultant should be available to provide ad hoc written and oral updates to the Commission at the request of Commission staff.

Engagement of Commission Partners – Include Commission partners (funded agencies, participants in Commission-funded programs, Commissioners, and others) in evaluation activities. The Commission’s Strategic Plan Advisory Committee (which includes representatives from each of these groups) will be providing feedback to staff about the evaluation plan, and their input will be crucial to the success of the evaluation.

Technical Assistance to Grantees and Staff – As part of the evaluation process, the evaluation consultant should be prepared to provide technical assistance to grantees and SFCFC staff, where needed. Assistance will most likely be needed as grantees clarify objective and outcome measures for their activities and during specific evaluation activities.

The evaluation must be flexible, adaptive, and responsible. The evaluation design must draw on a variety of disciplines and expertise and utilize providers, participants, and partner agencies in the design and execution of the evaluation. Ultimately, the evaluation must provide useful information that directly addresses the Commission’s objectives as specified in its Annual Strategic Plan.

IV. Request for Proposal Process and Requirements

Applicant Eligibility

Eligible applicants include, but are not limited to, public, non-profit and for-profit management and consulting organizations, research and evaluation firms, institutions of higher education, policy analysis centers and other entities with demonstrated capacity to effectively manage and administer multi-site, community-driven evaluation projects involving children and families.

Applicants must meet the following minimum requirements in order to submit a proposal:

- Demonstrated experience working with culturally diverse communities as well as community-based organizations, public agencies, and researchers;
- Demonstrated ability to lead evaluations that include the experiences of participants;
- Demonstrated experience with culturally diverse children and parents in data collection and instrumentation development;
- Demonstrated experience working with community organizations unfamiliar with data-gathering and evaluation techniques and procedures;
- Willingness and ability to involve program staff and administration, participants, and other stakeholders in the evaluation process;
- Outstanding planning, research, evaluation, and analytical capabilities including familiarity with results-based accountability, theories of change, and analyzing qualitative and quantitative data bases;
- Demonstrated communication and negotiation skills, such as the ability to facilitate group processes, understand the various interests of multiple stakeholders, and convey information to various audiences;
- Ability to link data to program management and policymaking; and
- Possess organizational support to ensure the fulfillment of contract requirements.

Communication with Potential Applicants

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

No questions will be entertained from potential applicants after the Pre-proposal Conference. However, if a potential applicant notices an error in this Request for Proposal, this error must 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 **Moira Kenney, Senior Planner and Policy Analyst, San Francisco Children and Families Commission, 1390 Market Street, Suite 900, San Francisco, CA 94102.**

Any needed modifications will be made by issuing addenda to the Request for Proposal as described below.

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

Pre-proposal Conference

Applicants are encouraged to attend a non-mandatory Pre-Proposal Conference on **July 1, 2002 from 1-3PM** to be held at San Francisco Children and Families Commission, 1390 Market Street, Suite 900, San Francisco, CA 94102. All questions will be addressed and any available new information will be provided at that time.

Letter of Intent

Applicants are encouraged to submit a Letter of Intent to respond to the RFP to the Commission. Letters of Intent, while not mandatory, should be received at the Commission by Friday, July 12, 2002.

Review and Selection of Proposals

There are five stages to the application review process.

1. 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, Scope of Work, p. 3. Basic format and content requirements are described below in Section VI, Proposal Details, p. 11.
2. Independent reviewers will individually read and score proposals according to the criteria described below.
3. Commission staff will tally the proposal scores and advise the successful applicant in writing that the Commission wishes to enter into negotiations.
4. Unsuccessful applicants will be notified in writing of their project status and will again be advised of their protest rights.
5. Commission staff will make a final recommendation to the Commission.
6. Finally, the full Commission will approve the recommendation or may provide the review team with instructions for reassessing the proposals. Once the Commission approves a final 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.

V. Proposal Submission and Review

Format of Proposal

Proposals must be typed, with single line spacing, and in a font no smaller than 12-point. Allow at least 1-inch margins at top, bottom, and sides of the paper. **The Project Narrative may not exceed 20 pages.** The name of the applicant agency should appear at the top of each page. All pages should be numbered sequentially.

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

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

Contents

All proposals must contain the following:

- Response cover letter signed by an authorized representative
- Statement of Qualifications
- Contract Listing
- Project Narrative
- Project Staffing
- Project Work Plan and Timeline
- Project Budget and Budget Narrative
- References
- Work Samples

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 5:00 p.m. on August 5, 2002.
- It does not contain all the required components, information or documentation.
- It does not follow the required format.
- It is illegible.
- It exceeds the specified page limitations.
- It is not responsive to the Scope of Work.
- It does not contain 1 original and 8 copies.

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

PROPOSAL RFP-09

San Francisco Children and Families Commission

1390 Market Street, Suite 900

San Francisco, CA 94102

- Proposals can be mailed or hand delivered. There will be no grace period for the deadline. Proposals will not be accepted after 5:00 p.m. The Commission takes no

responsibility for the receipt of handling of any proposal that is mailed and not hand-delivered.

- There will be no appeal process for late or rejected proposals.
- Applications should be submitted on standard size (8 ½ by 11), standard weight white paper.
- Applications should be single-spaced.
- Applications must be printed and in a font no smaller than 12 points.
- Do not bind proposals with any type of cover; cover page, three-ring binder, or folder.
- Do not include anything that cannot be photocopied, that has staples or is folded or oversized. Do not include video or audiotapes.
- **Applications should include only the components and attachments described in Section V, Contents. NOTE: Do not include any additional attachments or appendices, as these will not be presented to the independent reviewers.**

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:

- Waive or correct any defect or informality in any response, proposal, or proposal procedure;
- Reject any or all proposals;
- Reissue a Request for Proposal;
- 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;

- Procure any materials, equipment or services specified in this RFP by any other means; or
- Determine that no project will be pursued.
- 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. Proposal Details

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

- Response cover letter signed by an authorized representative.
- Statement of Qualifications – Provide a statement of the firm’s qualifications including relevant experience, education, and other factors for the project described in this RFP.
- Contract Listing – Provide a statement listing all public and private contracts that you have completed in the last three years that are relevant to the services solicited in the RFP.
- Project Narrative – Provide a statement addressing the following items:
 - An understanding of the issues identified in the RFP
 - Your approach to evaluation
 - Your ability to complete each of the evaluation activities described in the Scope of Work section of the RFP
 - Your community and stakeholder engagement strategies.
- Project Staffing – Describe the proposed project staffing, including staff organization and management.

- Project Work Plan and Timeline – Describe in detail the proposed activities and timeline for the first year of the evaluation period. For the second and third years, outline the activities that will be added or deleted, and provide a rough estimate of the time allocated to activities.
 - Staffing allocated to each evaluation activity;
 - Time estimated for each activity, calendared for the first year; and
 - Budget allocated to each activity.
- Project Budget and Budget Narrative – Provide a detailed budget for the first year of the evaluation period and a rough estimate of expected budgetary changes in subsequent years. Cost efficiency will be strongly considered when reviewing proposals.
- References – Provide verifiable references for two recent relevant projects performed within the past three years.
- Work Samples – Provide not more than two samples of evaluation project deliverables relevant to this evaluation proposal.

VII. Proposal Evaluation and Award Process

Shortly after the proposal submission deadline, the Commission will convene a panel of independent parties to review and score each proposal according to the evaluation categories as set forth below:

| CATEGORY | MAXIMUM SCORE |
|--|----------------------|
| Organizational Capacity | 15 points |
| Project Narrative | 30 points |
| Project Staffing | 10 points |
| Project Work Plan Details and Timeline | 15 points |
| Project Budget and Budget Narrative | 15 points |
| Work Examples | 15 points |
| 100 points | |

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

The Commission may also contact others in the community regarding the applicant’s past history and performance. If necessary, the selection process will include an oral interview. The Commission may elect to interview only the most qualified applicants (based on preferred minimum qualifications), if the number of applicants is high.

Contract Award

Following the panel's review of proposals, the Executive Director will select a proposer(s) with whom **San Francisco Children and Families Commission** staff shall commence contract 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 contract cannot be negotiated in a reasonable time the **San Francisco Children and Families Commission**, in its sole discretion, may terminate negotiations and begin grant negotiations with another proposer. Written notification of the Commission's intent to award will be mailed to all proposers. **No contract shall be final until such time as the Commission executes a signed contract 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.

Contract 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.

Should a legitimate protest be filed, a protest hearing date will be set and all applicants will be notified.

VIII. Responsibilities

Miscellaneous Grantee Requirements

The grantee must:

- Manage and monitor the project on an ongoing basis to ensure the quality and timeliness of the work performed.

- Inform the Commission immediately verbally and follow up with written documentation as appropriate of any issues or problems that arise during the evaluation process.
- Attend designated meetings with the Commission to discuss evaluation findings, conclusions, concerns and recommendations.

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.

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.

Insurance & Other Commission Requirements. See Attachments 1-2.

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, Contract Terms and Conditions

All vendors must fill out the following forms before entering into a signed contract with the City of San Francisco:

- MBE/WBE/LBE Compliance Declaration (HRC Form 3)
- Business Tax Declaration (form P-25)
- IRS form W-9: Request for Taxpayer Identification Number and Certification
- HRC 12B Forms
- Vendor Profile Application

These forms are described and available for review on the City’s Purchasing Division website, <http://www.sfgov.org/oca/purchasing/forms.htm>.

In addition, the City’s Model Professional Services Contract, which includes additional required provisions, may be reviewed on the San Francisco Children and Families website, www.sfkids.org.

Attachments 1 and 2 will be incorporated into the terms of the successful applicant's contract.

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.

**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.