



Request for Proposals

Training and Field Building for Family Support

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

April 2, 2018

**Request for Qualifications
Training and Field Building for Family Support**

Contract Amount:	Up to \$170,000 per year
Contract Period:	July 1, 2018 - June 30, 2019, award for additional up to 3 years dependent upon performance, funds availability and confirmation of this training approach by funders
Non-Mandatory Bidders Conference	April 12, 2018 at 3:30 p.m. – 5:00 p.m. 1390 Market St., Ste. 318
RFP Release	April 2, 2018
Mandatory Letter of Intent	April 19, 2018
Proposal Due Date	May 18, 2018 4:00 p.m.
Contact Person:	Derik Aoki Phone - 415.557.9912 Email - derik@first5sf.org

Introduction

First 5 San Francisco, the Department of Children, Youth and their Families and the San Francisco Human Service Agency (RFP Funders) are committed to ensuring that all San Francisco children ages 0-17 and their families have access to quality family support services to enhance child health and safety, school readiness and strengthen family stability and engagement. In order to reach this goal, the RFP Funders have allocated up to \$170,000 per year to implement activities to support training and field building for family support providers that serve San Francisco children, youth and their families.

The closing date for the submission of applications is 4:00 p.m. SHARP on: May 18, 2018. All applications received after 4:00 p.m. will be considered late and will **not** be accepted. No electronic or faxed submissions will be accepted.

Mail or Hand-deliver one (1) original and six (6) copies of the application to:

First 5 San Francisco
1390 Market Street, Suite 318
San Francisco, CA 94102
Attn: Derik Aoki

ESTIMATED TIMELINE	
RFP Issued	April 2, 2018
Bidders' Conference	April 12, 2018
Mandatory Letter of Intent Due	April 19, 2018

Proposals Due	May 18, 2018 at 4:00 p.m.
Tentative Commission Approval	July 11, 2018
Anticipated Contract Start	July 1, 2018

Purpose of RFP

Background and Development of Proposal:

The City and County of San Francisco grants funds to community based organizations (CBOs) to create a network of care providers to deliver a wide range of health, mental health, educational and social services. Direct service providers entering the field come from various backgrounds and possess varying degrees of preparation to serve families. These providers can be assisted by training introducing them to family situations and direct service activities. New and seasoned providers also must keep up to date with the many resources and services available to assist families. Staff knowledgeable of local service systems, providers and eligibility criteria enhance outcomes for families.

City funders recognize the need to develop the skills and knowledge of the staff delivering services through city funded initiatives. By setting training priorities and identifying quality training resources on priority topics, City funders seek to enhance the knowledge and skills of staff funded through city initiatives and facilitate achievement of the objectives of the funded initiatives.

Staff at agencies frequently leave positions as they seek to develop their careers and pursue personal goals. This places a burden on agencies to provide basic training on available resources and service provision topics to support newly hired staff in an environment of high staff attrition.

Through this RFP, the Department of Children, Youth and their Families (DCYF), First 5 San Francisco and the San Francisco Human Service Agency (HSA) – collectively the RFP Funders - seek to identify a provider to train and develop service provision skills for staff at agencies they fund.

The RFP funders also recognize the complexity of referral systems, number of service providers and day-to-day commitment needed to provide direct services has created gaps in service coordination, unrealized opportunities for collaboration and a sometimes halting implementation to policy development and implementation. These circumstances also prevent the field from collectively assessing their service environment and family experiences that could inform program and policy development.

A main target for outreach and involvement of the activities funded by this RFP should be family service providers funded by DCYF, First 5 San Francisco and HSA with

specific emphasis on agencies funded through the Family Resource Center Initiative. However, the funded agency may expand its service target beyond this priority group.

Links to Strategic Plan Goal and Desired Outcomes:

The RFP funders have jointly invested significant funds in family resource centers and other initiatives. To ensure staff funded through these initiatives possess knowledge and skills to provide quality support to families, the RFP Funders support capacity building activities targeting these partners.

This objective aligns with the First 5 San Francisco Strategic Plan objectives for:

Family Support Impact Area

Goal: Family support programs and systems improve families’ ability to support children’s life-long success.

Outcomes:

- Family resource system staff has skills and knowledge to deliver high quality service to children and families.

Available Funding and Terms of Grant

The allocated funding for this project is up to \$170,000 per year. The initial grant period is estimated to be July 1, 2018 to June 30, 2019. It is anticipated that one agency will be selected from this process.

This RFP supports a strategy area in transition. Funders anticipate implementation of an updated strategy encompassing the requested services in the near future. To accommodate this circumstance, the grant is renewable for an additional three years on a year by year basis. To ensure the grant support the highest field priorities, the budget and scope of work will also be reviewed each year and substantial changes may be sought in negotiation with the selected agency. This could include an upward or downward adjustment to the funds allocated to support the project.

As funders finalize a long term training approach, the negotiated scope of work in an extension year may be increased or decreased to serve the purpose of the training approach at the sole discretion of the funding agencies.

Grant renewal and award amounts are subject to City funder staff review of the project, annual negotiation of grant award and scope of work, alignment with updated training strategy and continued availability of funds. Grant awards may be reduced or eliminated in response to reduced allocations to DCYF, HSA or First 5 San Francisco from its funding sources.

Other San Francisco City and County departments may elect to initiate their own contract or contribute funds to contracts administered by First 5 San Francisco based on this RFP.

Bidders Meeting

The Bidders Meeting will be held on: April 12, 2018 at 3:30 p.m. 1390 Market St., Ste. 318. Agencies intending to submit an application are encouraged to attend the meeting. The bidders meetings will be an opportunity for agencies to seek clarification on the contents of this RFP. A summary of questions and answers from the Bidders Meetings and the question and answer submission process will be posted on-line.

Mandatory Letter of Intent (LOI)

Agencies intending to submit a proposal are requested to submit a **mandatory** Letter of Intent, so that it is received by First 5 San Francisco **April 19, 2018 at 5:00 p.m.** The Letter of Intent should be on agency letterhead and indicate the agency's intent to apply for RFP funds. To the extent possible, the letter should name the agencies to receive funds through the proposed grant, including the lead agency and any subcontractor agencies. The letters of intent are not binding and are used by staff to anticipate the number of proposal reviewers needed.

The letters of intent are to be mailed or hand delivered to the following address:

*First 5 San Francisco
1390 Market Street, Ste. 318
San Francisco, CA 94102
Attn: RFP - Training and Field Building for Family Support*

Scope of Work

The RFP Funders seek to identify an agency and staff to support family service agencies to identify and implement strategies to improve the quality of their services.

Requested Services

The RFP Funders have identified specific activities to support achievement of their goals and objectives for their allocated funds to this project. The following is a generalized description of services to be performed by the selected grantee. Specific performance measures and productivity expectations for service funded by this RFP will be set in grant negotiations.

Training and Technical Assistance

The agency and staff funded by this RFP will be responsible for planning and implementing a program of training and technical assistance to enhance the practice of

San Francisco family support staff. Through training, RFP funders seek to facilitate implementation of quality direct service practice by trained staff and their agencies. By training multiple family serving agencies, the RFP funders seek to facilitate a standard of quality practice in the field of family support services. To the extent possible, training should encourage awareness and adoption of evidence based approaches relative to the topic being trained upon.

The training topics should be reflective of priorities identified by family service agency staff and input of RFP funder staff. Priority setting should consider the training needs of agencies funded by the RFP Funders. The agency funded by this RFP should establish a process to identify these priorities and should consider designing its training and technical assistance program to encourage maximum participation and encourage adoption of best practices in the prioritized training areas.

Training offered through this RFP are intended to complement additional training developed by the RFP funders that are specific to their funding objectives. The agency funded by this RFP should work to ensure the training it provides does not conflict with the objectives or training content developed by RFP funders.

Family Support Principles and Five Protective Factors and other conceptual frameworks

Family service providing organizations have varied histories and professional perspectives that impact their approach to shaping their family engagement experience. The Principles of Family Support framework has been created by Family Support America to engender a strength based approach by service providers. The RFP Funders have supported adoption of the Family Support Principles by San Francisco family service providers and wish to continue this effort.

The selected agency will create and implement training that integrates and reinforces direct service practice informed by the Principles of Family Support. The selected agency and RFP funder will determine the role of certification training on the Standards of Quality for Family Strengthening and Support and its standardized assessment tool in achieving this objective. The selected agency should provide training and technical assistance to enhance trained staff's ability to change their service practice to be more reflective of the Principles of Family Support.

The RFP funders have identified additional conceptual frameworks that inform quality direct service implementation and should inform curriculum content as appropriate. These frameworks include:

- Child cognitive, physical, and social-emotional development/Parental Knowledge of developmentally appropriate responses and activities
- Protective Factors framework including reduction of social isolation and increased resilience
- Nurturing and Attachment Theory

- Impact of institutional and structural racism on families, family engagement and service delivery
- Parenting competency development
- Trauma informed / crisis response

All curriculum materials and content developed with funding from this RFP will be owned by the city as set forth in the grant agreement between the City and County of San Francisco and its grantees.

Network Development and Field Building

The RFP funders view network development and field building as complementary activities to training and technical assistance. Network development includes the strengthening of relationships and collaborative efforts among individual service agencies. These relationships can be leveraged to coordinate efforts in program design, service implementation and other collaborative efforts. Similarly, field building leverages inter-agency relationships to collectively describe common experiences, observations of families' needs and the resource/service gaps that families face. Field building also seeks to build a collective voice for the field that can be present to inform policy and resource allocation decision-making.

The RFP funders desire to strengthen network development and field building activities. The selected agency will work with RFP funders to assess the status of current network development and field building activities. This will include planning and convening to foster learning and exchange on critical strategic questions or topics relevant to RFP funders through facilitated brainstorming and structured dialogue to revisit interest and identify the resources needed to plan for and implement ongoing activities in this area.

Evaluation

The agency should design and implement evaluation activities to assess the impact of its training and technical assistance activities. The selected agency will need to produce a report describing the impact of its training and technical assistance efforts.

Program Development and Fundraising

Although the RFP Funders have allocated funds to the activities described in the RFP, it is unclear whether this level of commitment can be maintained in future years. Further, network development and field building activities are in planning phases and the current allocation includes minimal resources to implement these activities. The agency identified for this cycle of funding should demonstrate the ability to generate revenue to leverage the contribution of the RFP Funders through fundraising or revenue generation from funded activities.

The agency funded by the RFP will be expected to work with the RFP Funders to plan and implement needed systems for data collection and analysis that will maximize the contribution of funds that can be accessed from other funding sources, particularly non-governmental sources.

The funded activities currently support data collection to facilitate draw down of Title IV E Foster Care and Adoption Assistance Programs of the Social Security Act funds, and these efforts would be expected to continue.

Target Population

The agency and staff funded by this RFP should prioritize outreach and participation by the family service agencies and their staff that receive grants and contracts from RFP Funder initiatives and programs with particular focus on agencies funded through the Family Resource Center Initiative. This requirement does not preclude participation by other agencies and staff that would benefit from the activities funded by this RFP.

Performance Monitoring and Evaluation

Performance Measures as defined by the City Controller's Office can be understood as "a specific quantitative measure of an activity or outcome." The RFP funders will negotiate with the successful bidder to identify performance measures for each component of the Scope of Work. The performance measures may define target expectations for the frequency and levels of participation in scope of work activities. Some may also require information about program satisfaction, accessibility, and appeal.

The Funding Agencies are also committed to measuring the quality and impacts of funded initiatives. To this end, applicants will be asked to propose their own Additional Outcome Performance Measures that will help to a) further describe the quality and effectiveness of the initiative and b) will provide information on the differences or changes that can be expected as a result of the program's activities and services. These measures should clearly specify the degree of change expected, the individuals that will demonstrate the change, the timeframe within which you expect the change to occur, and/or relevant benchmark comparisons if applicable. These Additional Outcome Performance Measures will help Funding Agencies to determine the longer-term impacts of proposed services and the applicant's approach to continuous quality improvement.

Key questions to consider in developing your measures have also been presented below:

1. Are the measures clear, specific, and achievable?
2. Is there a readily available data source to help assess progress toward selected measures?
3. Do measures align with the activities we intend to implement and the goals we would like to accomplish through these activities?

4. Do measures link back to the individuals and/or groups we intend to target for services and to the needs identified within this target population?

Preferred Qualifications

Agencies funded through this initiative should demonstrate the following qualifications:

- Demonstrated experience providing training and technical assistance to facilitate family serving agencies to improve the quality of their service provision
- Demonstrated familiarity with the Family Support Principles of Family Support America and the operationalization of the principles in delivering services to families
- Demonstrated familiarity with the 5 Protective Factors of the Center for the Study of Social Policy and the operationalization of the Protective Factors in delivering services to families
- Demonstrated knowledge of field stakeholders and acknowledged leadership position in human services and family support field that would facilitate successful network development and field building
- Demonstrated capacity and competency to collect, analyze and create actions based on review of program implementation and results.
- Demonstrated ability to generate revenue from activities likely to be funded by this RFP

Request for Proposal Process and Requirements

Proposal Content and Instructions

To apply for funds, you must mail or hand-deliver one (1) original and six (6) copies of your proposal to First 5 San Francisco's office at 1390 Market Street, Ste. 318 San Francisco, CA **by May 18 at 4 p.m.** Any proposal that arrives later than the specified deadline, fails to meet the minimum eligibility requirements or fails to follow submission instructions **WILL NOT** be considered for funding.

Proposal Format

All proposals must:

- Be typed, with a minimum of one-inch margins on each page;
- Use no less than 12-point font;
- Use 1.5 line spacing (Microsoft Word);
- Have the page number and program name listed at the bottom of each page; and
- Be within the stated page limits for each section.

Copying

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

Review Process and Timeline

A proposal review panel(s), consisting of individuals appointed by First 5 San Francisco will review all completed applications that meet the minimum eligibility requirements. Members of the proposal review panel(s) will evaluate and score each proposal, and make a funding recommendation to First 5 San Francisco. First 5 San Francisco will then make the final selection and conduct contract negotiations. If a single proposal is submitted and meets eligibility requirements in response to this RFP, First 5 San Francisco staff may elect to solely review the proposal and develop a funding recommendation on the proposal.

Proposals will be scored on the following requirements:

- ⇒ Agency Experience and Qualifications – 60 points
 - Staff Qualifications - 10 points
 - Experience Providing Training - 25 points
 - Training Capacity and Experience
 - Familiarity with Family Support Principles & 5 Protective Factors
 - Curriculum Offerings Reflective of Local Provider Needs and Interests
 - Process to assure continued relevance and quality
 - Network Development and Field Building – 25 points
 - Knowledge of San Francisco provider and government landscape
 - Success in Convening Field Leaders to define field priorities
 - Process and Timeline for Strengthening
- ⇒ Evaluation Capacity – 10 points
- ⇒ Program Development and Fundraising – 15 points

⇒ Fiscal and Budget – 15 points

A minimum score of 70 will qualify an agency for funding consideration.

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

Proposal Format

Proposal Components and Instructions for Each Page:

All proposals must include the following components in this order:

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

- e. List of current government grants ongoing/anticipated as of July 2015.
List funding agency, grant term and brief description of funded services.

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

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

Appeal Process

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

Minimum Eligibility Requirements

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

- Applicant must be a community-based organization that is nonprofit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code, a part of the San Francisco Unified School District, City College of San Francisco, San Francisco State University or other educational institution.
- Services must be provided to residents of the City and County of San Francisco.
- If awarded a grant, the applicant must be certified as a City-approved vendor and compliant with the City's insurance requirements within 45 days of award notice or First 5 San Francisco reserves the right to revoke the grant award.
- Applicant must follow all guidelines (formatting, page limitations, required attachments, etc.) detailed in the **Proposal Content and Instructions section of this RFP**.
- Agencies receiving funding must not be currently on 'red flag' or 'elevated concern status' with the Office of the Controller.
- Agencies receiving funding must not have any city contracts withdrawn or terminated due to fiscal or program compliance issues within the last 24 months.

Respondents submitting proposals that have previously been contracted by the City and County of San Francisco to provide goods and/or services must successfully demonstrate compliance with performance, fiscal, and compliance requirements, or with associated corrective action plans, in order to meet the minimum qualifications of this RFP. Documented failure to correct performance, fiscal, and/or compliance deficiencies, or to comply with associated corrective action plans, will disqualify nonprofits from participating in this RFP.

Other Requirements

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

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

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

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

Criminal Screening Requirement

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

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

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

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

Other requirements of agencies receiving grant funds include:

- The contractor must comply with the Domestic Partners or Equal Benefits Ordinance. For further information regarding compliance, respondents are encouraged to consult the Human Rights Commission at (415) 252-2500.
- The contractor must comply with the first source hiring program including developing agreements with the City to consider hiring economically disadvantaged individuals for entry-level positions.
- The contractor must comply with the Sunshine Ordinance. In accordance with San Francisco Administrative Code section 67.24(e), contracts, contractors' bids, responses to requests for proposals and all other records of communications between City and persons or firms seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organizations net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Information provided that is covered by this paragraph will be made available to the public upon request.
- The contractor must comply with a provision of the Sunshine Ordinance that affects non-profits with at least \$250,000 in City funding and at least one applicable contract. The ordinance requires the non-profit to hold at least 2 open board meetings, to allow public access to financial records, and to promote community representation on their Board of Directors or equivalent, and to describe in its RFP response all complaints regarding compliance with the Sunshine Ordinance in the last two years, and the resolutions of these complaints.
- The contractor must comply with the San Francisco Children and Families Commission Tobacco-Free Policy – Form G.

Reservations of Rights by First 5 San Francisco

- Issuance of this RFP does not constitute a commitment by First 5 San Francisco to award a contract. First 5 San Francisco reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the funding agencies to do so.
- The RFP Funders expressly reserve the right at any time to waive or correct any defect or informality in any response, proposal, or proposal procedure. It is the responsibility of the applicant agency to periodically check the funder website for change notices.
- The RFP Funders expressly reserve the right prior to submission deadline for proposals, to 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.
- The RFP Funders expressly reserve the right to procure any materials, equipment or services specified in this RFP by any other means.
- Actual award of funding is dependent on a successful grant negotiation. During the grant negotiation, First 5 San Francisco may seek modifications to the proposed activities and budget. If a grant agreement cannot be completed within a reasonable time frame, determined by First 5 San Francisco, First 5 San Francisco may terminate negotiations and pursue an agreement with a different applicant.
- Applicants submitting a proposal agree that by submitting a proposal they authorize First 5 San Francisco to verify any or all information contained in the proposal.
- First 5 San Francisco's decision to award a grant to an organization that proposes to use subcontractors to perform the work funded by the grant does not waive First 5 San Francisco's right to approve or disapprove the subcontractors selected.
- First 5 San Francisco reserves the right, after grant award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.
- The applicant will comply with all requirements of the City and County of San Francisco and the Funding Agencies.

Allowable Grant Costs

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

- Requested funding must be used to implement the types of activities described in the Scope of Work.
- This grant shall be used only to supplement, enhance, or augment existing levels of service or create new services. Funds may be used to continue First 5 San Francisco funded programming.

Unallowable Grant Costs

- Indirect and Administrative costs may not exceed an amount equal to 15% of the total grant amount.
- No grant funds shall be used to supplant state or local general fund money for any purpose. In other words, this funding cannot replace other federal, state, or local funds currently used or already planned and committed for expansion activities, nor may grant funds be used to replace existing program revenues.
- Funds cannot be used for activities outside the Scope of Work.
- Funds cannot be used for capital expenditures.
- Accruals for staff vacation and sick time off

FORM A –COVERSHEET

Training and Field Building for Family Support

First 5 San Francisco

FY 2018-19

Complete the Proposal Cover Sheet

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

Name of Agency/Organization	
Program Contact/Title	Telephone Number
Alternate Contact/Title	Telephone Number
Agency Address	FAX Number
Amount of Grant Application Request - One year budget	\$
Name of Agency Director	
Signature of Agency Director	

Application Deadline:
May 18, 2018 at 4:00 p.m.
at
First 5 San Francisco
1390 Market Street, Ste. 318
San Francisco, CA 94102

FORM B: CHECK LIST - Training & Coordination for Family Serving Agencies

Submit one (1) original and **six (6)** copies of the following:

FORMS

- _____ Form A: Cover Sheet
- _____ Form B: Check List
- _____ Form C: Program Narrative
- _____ Form D: Budget

ATTACHMENTS TO ALL COPIES OF PROPOSAL

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

ATTACHMENTS TO ORIGINAL

All requested attachments are related to the lead organization. You need only provide one copy of each requested attachment as part of the original application, not the **six (6)** additional copies required for all other forms.

- _____ IRS determination letter of 501(c)(3) status
- _____ Most recently filed Form 990 tax return with attachments (Schedule A)
- _____ Most recent financial statement (audited, if available)
- _____ Current Agency Global Budget
- _____ Listing of any federal, state, or local government funded grants terminating in the last 6 months and a brief description of the activities funded.
- _____ List of Board Members

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

FORM C: PROGRAM NARRATIVE

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

All proposals will be scored on the following requirements:

- ⇒ Agency Experience and Qualifications – 60 points
 - Staff Qualifications - 10 points
 - Experience Providing Training - 25 points
 - Training Capacity and Experience
 - Familiarity with Family Support Principles & 5 Protective Factors
 - Curriculum Offerings Reflective of Local Provider Needs and Interests
 - Process to assure continued relevance and quality
 - Network Development and Field Building – 25 points
 - Knowledge of San Francisco provider and government landscape
 - Success in Convening Field Leaders to define field priorities
 - Process and Timeline for Strengthening
- ⇒ Evaluation Capacity – 10 points
- ⇒ Program Development and Fundraising – 15 points
- ⇒ Fiscal and Budget – 15 points

Agency Experience & Staffing Qualifications

Demonstrated experience providing training and technical assistance to facilitate family serving agencies to improve the quality of their service provision

- I. Staff Qualifications (10 points) - 1 page
 - A. Briefly describe the staff proposed to be funded by this RFP. Note the funded activities they would perform and their experience and qualifications. Note any leveraged resources or experience available to support the funded staff.

II. Experience Providing Training (25 points) – 4 pages

A. Describe your approach to, and , if applicable, current activities to provide training and technical assistance to family service providing organizations. Include the following:

1. Describe your training curriculum, rationale for current topics and approaches, if proposed to be ongoing and/or how the program of topics and curriculums would be identified for future training and technical assistance activities.
2. Describe the training and technical assistance capacity of your agency and staff in terms of: numbers of training sessions, scope of training offerings, scope of training modalities, series and number of trainees that can be accommodated and other dimensions that would describe training capacity and scope.
3. Describe your experience integrating conceptual frameworks – Family Support Principles of Family Support America, 5 Protective Factors of the Center for the Study of Social Policy, child development (especially of the 0 - 5 year old child) and other frameworks – into training curriculums and discussions.
4. Include your activities and accomplishments in providing training and technical assistance to family service providing organizations seeking to enhance the quality of their service provision.
5. Describe your process to assure the relevance of training topic offerings, quality of training methods and assure training facilitates improved provide knowledge and service implementation.

III. Network Development and Field Building (25points) – 2 pages

Demonstrated knowledge of field stakeholders and acknowledged leadership position in human services and family support field that would facilitate successful network development and field building.

A. Describe your capacity to fill the role of field leader that convenes stakeholders in leadership positions in human services and family support agencies to define priority programmatic and policy challenges and potential solutions.

1. Describe any activities your agency has completed or performs that demonstrate an ability to engage leadership positions in human services and family support agencies to convene to collectively define challenges and set priorities
2. Given the desire to enhance this initiative's effort to develop a provider network and build awareness of the family support field – provide a brief assessment of the challenges to such an effort and the activities that could be implemented to overcome these challenges.

3. Please provide as attachments up to 4 letters of support (not to exceed 1 page each) from executive leadership at agencies in the field of family support demonstrating their support of your agency to pursue network development and field building activities.

IV. Experience evaluating the impact of services provided (10 points) - 1 page

Demonstrated capacity and competency to collect, analyze and create actions based on review of program implementation and results.

- A. Describe evaluation activities regarding training and technical assistance efforts conducted by your agency.
- B. Describe findings from evaluation activities regarding quality enhancement and coordination and collaboration efforts among family service providers that resulted from activities conducted by your agency. Include any specific practice change/adoption outcome measures that were assessed.

V. Program Development and Fundraising (15 points) – 1 page

Demonstrate ability to raise grant funds to support activities likely to be associated with this RFP's activities.

- A. Describe your experience, concrete resources that could be leveraged, and demonstrated success to raise funds from philanthropic and non-government sources in relation to the activities requested in this procurement and particularly to support Network Development and Field Building activities.
- B. What are likely strengths and challenges for your agency to generate revenue to support the activities described in the scope of work of this RFP?

VII. Fiscal & Budget (15 points)

Budget / Budget Narrative

Please complete the budget Form D and provide an explanatory narrative

Please present a summary of grant activities on the Performance Measure Form

FORM D: BUDGET – INSTRUCTION SHEET

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

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

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

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

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

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

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

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

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

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

Indirect Costs

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

Administrative Costs

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

Form D - Budget

Use attached Excel budget Form to Propose a Budget

Use Attached Performance Measure Form to provide an Activity Summary for the Proposed Budget and the Service and Participation Targets for each activity.

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

Section 1. Definitions.

As used in this Policy the term:

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

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

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

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

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

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

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

Section 3. Tobacco-Free Policy

(a) Policy

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

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

(1) Smoke-Free Workplaces

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

(2) Tobacco Hazards Education and Smoking Cessation Referrals

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

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

(3) Divestment

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

(4) Disclosure of Tobacco Industry Funding

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

(b) Penalties

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

(A) Suspension or termination of a contract;

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

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

(2) All contracts shall provide that in the event any contractor fails to comply in good faith with any of the provisions of this Article the contractor shall be liable for liquidated damages in an amount up to five percent of the contractor's net profit under the contract, or ten percent of the total amount of the contract dollars whichever is greater. All contracts shall also contain a provision whereby the contractor acknowledges and agrees that the liquidated damages assessed shall be payable to the Commission upon demand and may be set off against any monies due to the contractor from any contract with the Commission.

Section Four. Waivers and Exceptions

(a) Sole source.

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

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

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

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

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

(d) Contract serves public benefit.

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

(e) Contractor is a public entity.

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

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

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

(g) Retirement and Pension Plans

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

(h) Federal or State law

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

Section 5. Effective Date

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