



Request for Qualifications

Program & Strategic Plan Development; Evaluation Design and Implementation; Communications Strategy Development & Implementation; Stakeholder Outreach, Engagement and Facilitation Services for System Change/Design; Data and Information Management; and Translation Services

RFQ # - 2019 - 1

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

Date May 8, 2019

Request for Qualifications

Consultation Services for Program & Strategic Plan Development; Evaluation Design and Implementation; Communications Strategy Development & Implementation; Stakeholder Outreach, Engagement and Facilitation Services for System Change/Design; Data and Information Management; and Translation Services

RFQ Available	May 8, 2019
Non-Mandatory Bidders Conference	May 20, 2:30 p.m. at 1390 Market St., Ste. 1125 San Francisco, CA
Proposal Due Date:	June 21, 2019 at 4 p.m., 1390 Market Street, Suite 1100, San Francisco, CA 94102
Contact Person:	Derik Aoki 415.557.9912 or derik@first5sf.org

Introduction

First 5 San Francisco intends to create a pre-qualified list of consultant firm(s) and consultants from which it may choose prospective contractors on an as-needed basis. Selected Respondents will remain eligible for consideration and contract negotiation on an as-needed basis for two years – on or about September 30, 2021. Selected Respondents are not guaranteed a contract. Consultant firms and consultants selected under this RFQ may be asked to respond to additional screening processes prior to being awarded a contract. Alternatively, First 5 San Francisco may choose to contract with a consulting firm or consultant based on their selection through this RFQ.

The activities of First 5 San Francisco are primarily supported by California Proposition 10 (1998).

Proposition 10 created tobacco taxes of fifty cents per package of tobacco product sold in California. The revenues are distributed to counties based on each county's share of live births. Current projections predict a reduction of tobacco tax revenue collections as Californians reduce their use of tobacco products.

First 5 San Francisco adopted a strategic plan starting July 1, 2016. The strategic plan describes a number of new strategies for development through 2021. These strategies include:

Systems Change Impact Area

- Collaborate with and convene public and private partners to coordinate, streamline, and enhance systems of care.
- Utilize and integrate data systems to enhance service delivery, share information, and increase system accountability for improved child outcomes.
- Design and implement demonstration projects that close the opportunity gap for children, including both evidence based, equity driven and innovative approaches and solutions in the three Impact Areas below.
- Share our experience and outcomes with regional, state, and national level audiences.

Child Development / Early Education Impact Area

- Support ECE providers in identifying and removing barriers to ensure they can meet early learning standards as set by the QRIS for early care and education in San Francisco.

- Mange the QRIS for early care and education in San Francisco; make innovations in response to evolving needs.
- Collaborate and partner with the OECE, the San Francisco Unified School District (SFUSD) and other stakeholders to further develop the City’s high quality early care and education system.
- Leverage opportunities for common approaches for regional, state and national QRIS development.

Family Support Impact Area

- Develop a comprehensive system to review and support the quality of family support services and to build a highly skilled family support center workforce.
- Invest in, sustain and enhance FRCs in partnership with Human Services Agency, Department of Children Youth and Their Families and other stakeholders.
- Support and Engage families through innovative, new technologies.

Child Health Impact Area

- Partner with Department of Public Health, SFUSD and other stakeholders to make early child developmental health screenings universal and to link families with support services.
- Strengthen and build linkages between the pediatric community, social services and education systems to increase families’ access and utilization of needed services.
- Develop model (s) to coordinate and integrate services and supports that improve child health and well-being in multiple settings where children and families are present.

The selected consultants may be asked to assist First 5 San Francisco in planning, program development, stakeholder engagement, evaluation and strategic planning activities on an as needed basis. Consultants are also being identified to support development of communications and data & information management activities and translation, as needed.

The closing date for the submission of applications is 4:00 p.m. SHARP on June 21, 2019. 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.

Hand-deliver one (1) original and three (3) copies of the application to:

First 5 San Francisco
 1390 Market Street, Suite 1100
 San Francisco, CA 94102
 Attn: Derik Aoki

ESTIMATED TIMELINE	
RFQ Available	May 8, 2019
Bidders’ Conference	May 20, 2:30 p.m. at 1390 Market St., ste. 1125
Letter of Intent Due	May 28, 2019

Proposals Due	June 21, 2019 at 4 p.m. @ 1390 Market Street, Suite 1100. San Francisco, CA 94102
Notice of Certification as Pre-qualified Consultant	July – September 2019

Purpose of RFQ

Background

First 5 San Francisco funds services to promote the optimal child development and school readiness of children for kindergarten. First 5 San Francisco’s programs serve 0 – 5 year olds and their families through initiatives in four main program focus areas – child development, family support and child health, systems change. First 5 San Francisco implements a strategic plan that is reviewed annually and re-assessed every five years. The current strategic plan will guide our activities starting in July 2016 through June 2021.

It is First 5 San Francisco’s intent to pre-qualify Respondent(s) that demonstrate qualifications to provide support to for Program & Strategic Plan Development; Evaluation Design and Implementation; Communications Strategy Development & Implementation; Stakeholder Outreach, Engagement and Facilitation Services for System Change/Design; Data and Information Management; and Translation Services. Consultant firms selected for pre-qualification are not guaranteed a contract. This RFQ does not in any way limit First 5 San Francisco’s right to solicit contracts for similar or identical services if, in First 5 San Francisco’s sole and absolute discretion, it determines to do so is in its best interest.

Available Funding and Terms of Grant

First 5 San Francisco will make funds available to projects funded through this RFQ on an as needed basis. Respondents are not guaranteed a contract if pre-qualified as a consultant of this RFQ. Respondents will not be compensated for costs incurred to respond to this RFQ.

Contracts may be project based, annual or for multiple years. Specific contract activities, budgets and length of contract term may be negotiated for each individual project initiated utilizing consultants identified through this RFQ.

Contract renewal and award amounts are subject to First 5 San Francisco staff review of the project, negotiation of contracts and scope of work, and continued availability of funds. Also, the contract award in future years may be decreased or eliminated. Funding renewal and amount of funds allocated to the purposes of this RFQ are at the sole discretion of First 5 San Francisco.

Scope of Work

First 5 San Francisco anticipates conducting a number of Program & Strategic Plan Development; Evaluation Design and Implementation; Communications Strategy Development & Implementation; Stakeholder Outreach, Engagement and Facilitation Services for System Change/Design; Data and Information Management; and Translation Services activities in the coming years. These activities are anticipated to vary in size and complexity. First 5 San Francisco may elect to utilize external consultants to leverage their particular knowledge, experience or staffing capacity to complete these activities.

This scope of work section describes generalized Service Areas, because specific projects have not been defined. The Service Areas list anticipated activities and skills that may be wholly or partially necessary for the completion of actual projects, but actual projects may differ from the descriptions below.

To expediently complete these activities, this RFQ seeks to prequalify consultants who could be utilized to complete Service Area activities.

What Does the City Seek?

First 5 San Francisco seeks responses from firms demonstrating successful experience in Program & Strategic Plan Development; Evaluation Design and Implementation; Communications Strategy Development & Implementation; Stakeholder Outreach, Engagement and Facilitation Services for System Change/Design; Data and Information Management; and Translation Services.

The RFQ is broadly divided into five Service Areas, including:

- Program & Strategic Plan Development;
- Evaluation Design and Implementation;
- Communications Strategy Development & Implementation;
- Stakeholder Outreach, Engagement and Facilitation Services for System Change/Design;
- Data and Information Management;
- Translation Services

Respondents must have experience working with municipalities (or similar government agencies) on the listed activities. Agencies should have experience (preferably specific to San Francisco and the Bay Area) with issues impacting families with children 0 -5 years old, school readiness & school success and child welfare linked services.

What is the City's Intent with this RFQ?

It is the intent of First 5 San Francisco to create a pre-qualified list of firms from which it may select prospective contractors on an as-needed basis for Service Area activities. First 5 San Francisco may use the pre-qualified list, at its sole and absolute discretion, for selection of firms and negotiation of contracts for start dates through approximately September 2021. Contracts issued to pre-qualified firms will have terms of varying lengths depending on the First 5 San Francisco's needs, but in no case longer than 9 years. First 5 San Francisco reserves the right to procure services similar or identical to the services specified in this RFQ by any other means. No pre-qualified Respondent is guaranteed a contract. Other San Francisco City and County departments may elect to select a prequalified consultant to initiate their own contract or contribute funds to contracts administered by First 5 San Francisco.

In pursuing a contract, the City may select a consultant from the list with no further investigation, invite a single or group of consultants from the list to respond to additional questions (e.g., written application, interview, reference check, etc.) to identify a contractor or use an alternative process without reference to the pre-qualified list.

This scope of work is a general guide to the work the City anticipates and is not a complete listing of all services that may be required or desired. The City is soliciting qualifications to create a pre-qualified list of firms to provide a comprehensive range of services related to the Service Areas described.

Scope of Work - Service Areas

Program & Strategic Plan Development

Firms pre-qualified to work in this service area may be asked to assist in planning and development activities at the program or organizational level. Products of these activities include initiative designs and organizational strategic plans including but not limited to program activities, partner qualifications, performance metrics, metric measurement strategies and outcome specification. Firms may be requested to identify conditions needed to support initiative or strategic plan success. Activities that could be requested in this service area include, but are not limited to:

1. Needs assessment
 - Design process to gather key data using primary and secondary sources
 - Interview stakeholders and key informants in individual or group settings
 - Collect and analyze key data from primary and secondary sources using quantitative and qualitative techniques
 - Synthesize core issues for consideration in plan development and decision making
 - Design coherent presentation of findings and considerations
2. Strategy and Program Development
 - Develop core strategic and programmatic responses to issues identified in needs assessment
 - Conduct and facilitate ongoing interaction with key stakeholders individually and in groups
 - Build consensus among diverse array of stakeholders with varied interests to identify prioritized approaches
 - Facilitation of Theory of Change articulation
 - Design and development of Logic Models at multiple levels of complex initiatives
 - Recommend performance measures and performance measurement system from Logic Models
 - Review Evidence based / best practice approaches for consideration
 - Definition of quality standards
 - Identification of staffing structures and requirements and capacity building/TA supports necessary for high quality implementation
3. General Project Management Tasks
 - Collaboration and coordination with First 5 staff on activity planning and implementation
 - Data collection, synthesis, analysis and presentation
 - Capacity to contract and partner with additional parties to leverage specialized knowledge or skills
 - Meeting facilitation and recording
 - Materials and graphic design production
 - Report writing

In addition to expertise in program planning and development activities, First 5 San Francisco may also request consultants to have particular topical content expertise – e.g. child development programming, child health, child welfare, school readiness, developmental delays, family functioning.

Actual projects in this service area may include some or all of the listed activities. Additionally, actual projects may include activities not currently listed.

Evaluation Design and Implementation

Firms pre-qualified in this service area may be requested to assist First 5 San Francisco in the design and implementation of key evaluation activities for funded programs or initiatives, including survey design, data collection, and data analysis. Firms should be able to implement a wide array of evaluation methodologies and should be able to assess impacts of funded activities, factors contributing to / impeding success and develop recommendations for program improvement based on data analysis. First 5 San Francisco may ask for findings and recommendations to be presented in multiple formats – e.g., presentations, written reports, web pages. Activities that could be requested in this service area include, but are not limited to:

1. Evaluation planning and design
 - Conduct key informant interviews
 - Academic literature review
 - Creation, enhancement, and/or adaptation of Theory of Change and Logic Model to support evaluation plan
 - Identification of research questions and/or measureable outcomes and appropriate methodologies
 - Creation of evaluation plan
2. Measurement tool development (e.g., survey development)
 - Review, synthesis and compilation of reliable and valid tools already in use in the field, including summary of strengths and weaknesses of existing tools
 - Design of data collection tools and protocols, including surveys, questionnaires, focus group and interview questions, and observational assessments
 - Development of administration protocols and procedures and/or assistance in administration of data collection tools
 - Collect, extract, validate, merge and analyze electronic data from multiple source for analysis and presentation
3. Data Analysis
 - Capacity and expertise to analyze and interpret qualitative and quantitative data
 - Ability to interpret data utilizing statistical analysis and communicate findings in easy to understand language
 - Ability to utilize data visualization techniques to enhance understanding of complex data and findings
4. Technical assistance to staff and partners
 - Design and implementation of evaluation training models
 - On-site support with data collection protocols
 - Data visualization techniques and making recommendations for dissemination of results and key findings
5. General Project Management Tasks
 - Collaboration and coordination with First 5 staff on activity planning and implementation
 - Data collection, synthesis, analysis and presentation
 - Capacity to contract and partner with additional parties to leverage specialized knowledge or skills
 - Meeting facilitation and recording
 - Materials and graphic design production
 - Report writing

Actual projects in this service area may include some or all of the listed activities. Additionally, actual projects may include activities not currently listed.

Communications Strategy Development & Implementation

Firms pre-qualified in this service area may be requested to assist First 5 San Francisco in the development and implementation of communications strategies and materials. Firms may be requested to demonstrate experience partnering with government entities and non-profits. Also, firms may be asked to assist in promoting government program objectives. Activities that could be requested in this service area include, but are not limited to:

1. Communications Strategy Development

- Stakeholder and key informant interviewing in individual or group setting
- Message campaign planning
- Branding/Identity Development

2. Communications Strategy Implementation

- Collateral material development
- Social media implementation consultation
- Website development and maintenance
- Communications channel activity development
- Content Development
- Media event planning / outreach
- Media training/ coaching

3. General Project Management Tasks

- Collaboration and coordination with First 5 staff on activity planning and implementation
- Data collection, synthesis, analysis and presentation
- Capacity to contract and partner with additional parties to leverage specialized knowledge or skills
- Meeting facilitation and recording
- Materials and graphic design production
- Report writing

Actual projects in this service area may include some or all of the listed activities. Additionally, actual projects may include activities not currently listed.

Stakeholder Outreach, Engagement and Facilitation Services for System Change/Design

Firms pre-qualified in this area may be asked to assist First 5 in stakeholder engagement activities with the objective of system change and design at large systems through intra-organizational levels. These projects may involve multiple stakeholder representatives at government, government department, non-profit agency, advocates at individual and agency levels and others. The systems examined could include county level systems of care, inter-agency efforts and inter/intra government levels and others. Applicants must have experience, knowledge and techniques to define and implement a process that facilitates group decision making to create enduring agreements as to approaches, solutions and implementation roles for system and inter/intra organizational level problems. Applicants should have experience, knowledge and techniques for consensus building, conflict resolution and other meeting facilitation and presentation techniques. Applicants may be requested to design and implement approaches that design social justice and equity framework approaches in systems design. Activities that could be requested in this service area include, but are not limited to:

Stakeholder Outreach, Engagement and Facilitation Services for System Change/Design

- Analyze systems to identify key organizational and individual stakeholders
- Create approaches to motivate engagement and agreement for initial and ongoing participation

Process Design

- Identify and articulate problem statements
- Design a meeting plan approach to resolve problem statement

Meeting Facilitation

- Design agendas for productive meetings that support genuine participation, engagement and decision making
- Ability to use facilitation techniques that support genuine participation, engagement and decision making, including consensus building and conflict resolution approaches
- Ability to use informational and inter-personal technology and techniques to support meeting participation, engagement and decision making
- Techniques and expertise to record and present meeting results and decisions

General Project Management Tasks

- Collaboration and coordination with First 5 staff on activity planning and implementation
- Data collection, synthesis, analysis and presentation
- Capacity to contract and partner with additional parties to leverage specialized knowledge or skills
- Meeting facilitation and recording
- Materials and graphic design production
- Report writing

Data and Information Management

First 5 San Francisco already has several databases that we manage and oversee. The intent of working with firms in this area would not be to develop additional databases or database software. Firms pre-qualified in this service area may be requested to assist First 5 San Francisco in creating improvements and efficiencies in the ways that data is collected, accessed, and integrated from multiple sources in order to answer questions of importance to Commissioners, staff and stakeholders. This work may include researching new solutions available in the field of data science, developing and testing strategies for integration across data systems, and/or database enhancements. Firms should have a high level of expertise in various data management technologies, should be comfortable working across multiple complex data sets and systems, should be able to think and plan beyond traditional data processing solutions, like database development; and should have experience in building consensus and buy-in across key stakeholders. High level expertise and experience in API development and working with confidential/sensitive data are also desired. Activities that could be requested in this service area include, but are not limited to:

Research and Planning

- Understand data and functionality needs
- Review and assessment of existing data systems
- Identify and assess technology options for improved efficiencies and integration across data systems
- Identify and assess data security options

Design and Application

- Create a preliminary design(s) that addresses functionality needs for improved efficiencies and data integration and provides assurances around security and confidentiality
- Test and refine proposed design
- Support scalability of proposed design
- Support user application and ongoing maintenance

General Project Management Tasks

- Collaboration and coordination with First 5 staff on activity planning and implementation
- Data collection, synthesis, analysis and presentation
- Capacity to contract and partner with additional parties to leverage specialized knowledge or skills
- Meeting facilitation and recording
- Materials and graphic design production
- Report writing

Actual projects in this service area may include some or all of the listed activities. Additionally, actual projects may include activities not currently listed.

Translation Services

Firms pre-qualified in this area may be asked to provide translation of material from English to other languages and/or other languages to English. Firms should have process for testing translated material for accuracy and cultural synergy. Translators may be requested to work with other media partners to fit translated materials into graphic design templates and layouts. Translators should be able to describe processes for quality assurance and version tracking. Activities that could be requested in this service area include, but are not limited to:

Translation Support

- Translate printed and oral English to printed materials in a language other than English
- Translate from printed and oral non-English languages to printed material in English
- Translations should be adjusted to have cultural synergy, rather than literal translations.
- Translator should have process for quality assurance of translated material
- Ability to deliver translations in electronic formats that can be manipulated, as specified by First 5
- Capacity to work with partners to place translations into graphic design templates and layouts

General Project Management Tasks

- Collaboration and coordination with First 5 staff on activity planning and implementation
- Data collection, synthesis, analysis and presentation
- Capacity to contract and partner with additional parties to leverage specialized knowledge or skills
- Meeting facilitation and recording
- Materials and graphic design production
- Report writing

Preferred Qualifications

Agencies or individuals seeking to be pre-qualified as a consultant should demonstrate the following qualifications:

Relevant experience in providing Service Area activity

Familiarity and experience in the issues of child development with particular focus on ages 0 -5 years old
Familiarity and experience with social service delivery systems and populations in San Francisco

Request for Proposal Process and Requirements

Proposal Content and Instructions

To apply for funds, you must deliver one (1) original and three (3) copies of your proposal to First 5 San Francisco’s office at 1390 Market Street, Ste. 318 San Francisco, CA by **June 21 at 4:00 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 “Moderate” (Word) Margins a minimum of one-inch top and bottom & .75” left and right margins on each page
- Use no less than 12-point font
- Use 1.5 line spacing (Word)
- Have the page number and program name listed at the bottom of each page
- Be within the stated page limits for each section
- Be unbound (no bindings), except for work samples, only print material accepted.
-

Copying

Original proposals must be printed only on one side of the paper (work samples may be provided in their current format), while all three copies must be printed on **both** sides of the paper. Work samples may be presented in the format they were presented/created in – but are limited to printed materials.

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 certification recommendation to First 5 San Francisco. First 5 San Francisco will then make the final selection and conduct contract negotiations for needed Service Area activities.

All proposals will be scored on the following requirements:

Category	Points Possible
Minimum Qualifications	10
Prior Project Experience	45
Qualifications – Firm and Staffing	25
Cost	20
Total	100

Respondents scoring 75 points and above for each Service Area will be added to the pre-qualified list for as-needed services in that Service Area. Due to the varied nature of the services to be performed, the City reserves the right to contract with any, none or all pre-qualified Respondents.

If a single application is received in response to a Service Area, First 5 San Francisco staff may elect to vet the qualifications of the application without the assistance of a proposal review panel. Staff may score a proposal or recruit additional panelist(s), if the number of panelist that score a proposal qualified is the same as the number of panelist that score a proposal as not qualified.

Work Samples

Work samples of previous projects may be requested from Respondents by the review panel to assist their review of an applicants' previous project experience. Additionally, pre-qualified consultants may be asked to provide previous project materials to assist First 5 San Francisco in selecting a pre-qualified consultant for a contract for a specific project. A request for previous project materials does not require that the materials be reviewed in their entirety to assess their relevance toward pre-qualifying a consultant or selecting a pre-qualified consultant for a Service Area contract.

Other Terms and Conditions

The selection of any pre-qualified Respondent for contract negotiations shall not imply acceptance by the City of all terms of the response, which may be subject to further negotiation and approvals before the City may be legally bound thereby.

In pursuing a contract, the City may select a consultant from the list with no further investigation, invite a single or group of consultants from the list to respond to additional questions to identify a contractor or use an alternative process without reference to the list.

If a satisfactory contract cannot be negotiated in a reasonable time with any pre-qualified Respondent, then the City, in its sole discretion, may terminate negotiations and begin contract negotiations with any other remaining pre-qualified Respondents.

The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to a firm's projects before and throughout the contract term. The City reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines and deliverables.

Pre-Proposal Conference

Agencies intending to submit a proposal are encouraged to attend a pre-proposal conference on **May 20, 2019, at 1390 Market St., Ste. 1125 San Francisco, CA at 2:30 p.m.** The pre-proposal conference will be an opportunity for agencies to seek clarification on the contents of this RFQ.

Letter of Intent

Organizations intending to submit a proposal are requested to submit a non-mandatory Letter of Intent, so that it is received by First 5 San Francisco by **May 28, 2019**. The Letter of Intent should be on agency letterhead and indicate the agency's intent to apply for funds – and the consultation area(s) of interest. The letters of intent are not binding and are used by First 5 San Francisco staff to plan for proposal review.

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

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

Proposal Format

Proposal Components and Instructions:

All proposals must include the following components in this order:

- **Response Template Form - A:** Provide all requested information in a narrative format. See each response section for page limits.
- **Proposal Attachments to All Proposal Copies:** The following listed attachments should accompany all copies of the proposal.
 - a. Organization chart for consultant firm/organization.
 - b. Resumes of key staff and consultants and position descriptions of positions to be hired – limit up to 3 staff and 1 page per resume.
 - c. Prior Project Sample 1, if possible.
 - d. Prior Project Sample 2, if possible.

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 or a professional corporation or partnership or corporation. Experienced individual contractors may be considered.
- If selected for a contract, 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 contract.
- Applicant must follow all guidelines (formatting, page limitations, required attachments, etc.) detailed in the **Proposal Format section and RFQ Attachment A – Response Template.**

- 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.

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 or become a vendor, if a contract is entered into.
2. Contractor must comply with the monitoring and evaluation requirements. These requirements will be detailed in the contracting process
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 or alternative mutually agreed to method.
6. 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.

Firms contracting with the city must agree to the most recent standard personal service contract or individual service contract agreements.

Criminal Screening Requirement

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

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

If the organization, or any of its subcontractor, hires an employee or volunteer to provide services to minors at any location other than a Recreational Site, and that employee or volunteer has been convicted of an offense specified in Penal Code section 11105.3(c), then the contractor or its subcontractor must comply with that section and provide written notice to the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer not less than ten (10) days prior to the day the employee or volunteer

begins his or her duties or tasks. The contractor shall provide, or make its subcontractors provide, First 5 San Francisco with a copy of any such notice at the same time that it provides notice to any parent or guardian.

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

Other requirements of agencies receiving grant funds include:

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

Reservations of Rights by First 5 San Francisco

- Issuance of this RFQ does not constitute a commitment by First 5 San Francisco to award a contract. First 5 San Francisco reserves the right to reject any or all proposals received in response to this RFQ, or to cancel this RFQ if it is in the best interest of the funding agencies to do so.
- The City expressly reserves the right at any time to:
 - Waive or correct any defect or informality in any response, proposal, or proposal procedure;
 - Reissue a Request for Proposals;
 - 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 RFQ, or the requirements for contents or format of the proposals;
 - Procure any materials, equipment or services specified in this RFQ by any other means; or

- Determine that no project will be pursued.
- Actual award of funding is dependent on a successful grant negotiation. During the grant negotiation, First 5 San Francisco may seek modifications to the proposed activities and budget. If a grant agreement cannot be completed within a reasonable time frame, determined by First 5 San Francisco, First 5 San Francisco may terminate negotiations and pursue an agreement with a different applicant.
- Applicants submitting a proposal agree that by submitting a proposal they authorize First 5 San Francisco to verify any or all information contained in the proposal.
- First 5 San Francisco's decision to award a grant to an organization that proposes to use subcontractors to perform the work funded by the grant does not waive First 5 San Francisco's right to approve or disapprove the subcontractors selected.
- First 5 San Francisco reserves the right, after grant award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.
- The applicant will comply with all requirements of the City and County of San Francisco and the Funding Agencies.

Allowable Grant Costs

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

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

Unallowable Grant Costs

- Indirect and Administrative costs may not exceed an amount equal to 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 negotiated Scope of Work.
- Funds cannot be used for capital expenditures.
- Accruals for staff vacation and sick time off

Terms and Conditions for Receipt of Proposals

Errors and Omissions in RFQ

Proposers are responsible for reviewing all portions of this RFQ. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification should be directed to the Department 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.

Inquiries Regarding RFQ

Inquiries regarding the RFQ and all oral notifications of an intent to request written modification or clarification of the RFQ, must be directed to:

Derik Aoki, Sr. Program Officer via email - derik@first5sf.org

Objections to RFQ Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFQ, the proposer must, not more than ten calendar days after the RFQ is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

Change Notices

The Department may modify the RFQ, prior to the proposal due date, by issuing Change Notices, which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Change Notices.

Term 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 Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFQ or excuse the vendor from full compliance with the specifications of the RQP or any contract awarded pursuant to the RFQ.

Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFQ. Submissions of the RFQ 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 1.126 of the S.F. Campaign and Governmental Conduct 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 the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

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: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) 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.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

No Waiver

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