



**Request for Proposals: Family Resource Center Expansion of Cross-sector Partnerships in
Early Care and Education and Clinical Settings**

Request for Proposals (RFP)
RFP # CFCFY22-02

RFQ issue date:	December 10, 2021
Non-mandatory bidders' conference date:	December 21, 2021 at 1:30 p.m.
Mandatory letter of intent due:	January 7, 2022
Proposal due date:	January 28, 2022
Contact email:	Derik@First5sf.org

Purpose of this RFQ

Since 2009, Family Resource Centers (FRCs) have demonstrated their ability to support families to build community connection, enhance parenting capacity and confidence, and connect families to resources and services in times of crisis. Meanwhile, as a result of the Covid-19 global pandemic and subsequent compounding health, racial, social and economic crises, families have been navigating trauma and loss across facets of their lives. As people grew more isolated in their homes, mourned loss in their communities, reorganized their lives around changing paradigms, and navigated the anxieties of keeping their families safe, many were also dealing with the complete loss of income and a spike in racialized violence and discrimination.

Baby Prop C (2018) expanded access to early care and education and increased resources for a system of care for early childhood. In the Department of Early Childhood's Fiscal Year (FY) 2021-22 and 2022-23 budget, one-time funds were set aside for FRCs with grants monitored by First 5 San Francisco to improve and expand access to FRC services and supports in recognition that FRCs are a critical component of the early childhood system and a holistic approach to child well-being is vital to families' social and economic recovery; thus the city's recovery.

This RFP is to identify FRCs that will develop new partnerships; critically examine and re-define assumptions and structures that underlay core service activities; better engage community stakeholders in planning processes and design phases; extend availability of services across multiple sectors; enhance service delivery through input and shared decision-making from different partners; and re-establish outreach mechanisms. Community partners of focus in this RFP are providers in the early care and education sector and pediatric health sector.

These funds are one-time grants and available to support: planning activities, learning exchanges, pilot projects and pilot launching of new or expanded services, authentic community engagement, community landscape assessments, and/or evaluation. Rather than focusing solely on direct service investments that reflect our understanding of conditions and realities prior to the Covid pandemic, this initiative will seek to encourage new understandings of needs and opportunities, new partnerships and new strategies for strengthening system supports for families in multiple early childhood settings.

Background

As First 5 San Francisco and the Office of Early Care and Education (OECE) work toward merging into the Department of Early Childhood, we have preliminarily begun to explore and leverage the collaborative opportunities for partners working with the same target populations. As the main City funders of family resource centers and early learning settings, First 5 San Francisco and OECE, seek to optimize impact and benefits to the families and children that may be simultaneously participating in these care settings.

Pediatric Clinics

For young children, and especially prenatal to 3-year-olds, this is the first and often most frequented system which families utilize. In addition to well-baby checks, immunizations and other child health visits, pediatricians and obstetricians would like to offer families in their clinics easier access to child development, parenting skill/confidence building, and basic needs support. The pediatric community offers new opportunities to bring services to young children with their ability to leverage sustainable state and federal funding through MediCal. These developments support the future implementation of

boundary-spanning, whole family wellness models that recognize the importance of early prevention and support to mitigate adversity and bolster family resiliency.

Early Care and Education Settings

Over 92% of children attend a child development program before they enter SFUSD. Whether their child is enrolled in family and/or center-based childcare settings, many families have daily contact for as many as 240 days of the year. Consequently, early care and education programs are high-touch points for families with young children, particularly those between the ages of 3 and 5-years-old. Educators in these settings also often serve as partners with families in early intervention through developmental screening. Although mostly one-generational in approach and funding, some early education programs, such as Headstart, are multigenerational with demonstrated success in providing wrap around services and supports.

Childcare resource and referral agencies (R&R) are state-funded, community-based programs that exist in every county in California. The California Department of Education, Child Development Division has supported these efforts since 1976 to partner with families to help them find and choose childcare that best meets their needs. R&Rs make up a well-developed system that supports parents, childcare providers, and local communities.

Family Resource Centers

Family Resource Centers (FRCs) primarily operate site-based models at a signature FRC building site strongly associated with the agency identity and service offerings. Using this approach, the FRC Initiative has sponsored a framework of core services to build community, build parenting confidence and knowledge, and provide concrete and social support when needed. Impact in these areas in turn support kindergarten readiness and optimal child development.

The FRC Initiative has worked to define a service model standard for FRCs in San Francisco. This service model enables referral partners to have confidence in the service supports and experience a referred family will have access to at every FRC. Further, First 5 San Francisco investments in training and technical assistance assures the quality of service delivery by each FRC.

Families with young children congregate in service settings such as early learning settings and pediatric (and obstetric) clinical settings. Providers in each of these settings often see different aspects of families' life, and consequently can recognize different strengths, needs and opportunities, without the benefit of, or organizing this information into, a holistic picture of family wellness and coordinated care planning. Community input has indicated not all families can access family support services at the limited number of site-based FRC locations. The Covid19 pandemic has likely placed further limitations on family mobility and access to physical spaces as well as other challenges and needs about which we are just beginning to learn. Now more than ever before, providers must work together across service silos to re-imagine and re-shape the conditions and experiences that will provide maximum level of impact on family wellness, healing, and resiliency, especially for those families historically marginalized, oppressed and farthest from opportunity.

To encourage and gain experience with cross-sector service supports between FRCs and other service settings, this RFP will award grants to FRCs to: develop cross sector partnerships and collaboratives, ideally co-created with families; critically examine and re-define assumptions and structures that underlay core service activities; better engage community stakeholders in planning processes; extend availability of services across multiple sectors; and/or re-establish outreach mechanisms.

Specifically, funds will support:

- Staffing and facilitation of collaboration, partnership building and agreements, and/or learning exchanges (such as consultants) that involve cross sector providers
- Program or systems innovation through pilot projects and/or pilot launch of new or expanded services
- Supports for community engagements (such as parent stipends and drop-in childcare while parents attend meetings/workshops, compensation, release time and incentives for partner staff to participate)
- Development and strengthening of outreach and referral mechanisms, protocols, and tools
- Coordination of systems to identify, refer, track and/or integrate data of participation in partners' respective programs or for potential target populations for service expansion
- Policy planning, evaluation, research and analysis
- Development of sustainable financing

Flexibility in the above list of allowable activities is intended to recognize that partnership and relationship-building and the ability for partnerships to self-define and co-create areas of focus, will be key to the future success of any cross-sector project. Funding also recognizes that agencies will be at different stages of readiness to implement cross-sector activities.

In the last quarter of the grant term, successful applicants will create and write a progress report/business plan that incorporates learnings and directions for future FRC activities. Specific report/plan components will be set following grant awards.

Funding and Contract Term

This RFP seeks to award funds identified in the Department of Early Childhood FY2021-22 and 2022-23 City budget for FRCs to enhance access for families with young children to FRC services and activities.

The funds available are \$1,280,000.00 within the period of about March 1, 2022 through June 30, 2023. Respondents will not be compensated for costs incurred to respond to this RFQ.

First 5 San Francisco estimates approximately eight (8) grants to be awarded in amounts up to and between \$100,000 and \$200,000 for the grant period.

Specific contract activities, budgets and length of contract term may be negotiated differently from described in the selected proposal(s).

If number of applications and requested budgets is less than or equal to the grants available, staff will review the received proposals to confirm proposal meets funding requirements and make recommendations for funding based on this review.

If recommended grants' negotiated budgets is less than funds available, funds may be transferred to other proposals received at staff discretion.

The funding offered will support activities to inform future approaches for the Family Resource Center Initiative. As such, First 5 San Francisco and the Department of Early Childhood will seek to fund grants targeting a variety of provider sectors and family demographic groups with low school readiness attainment as indicated by SFUSD School Readiness surveys.

Submission Process and Timeline

The application submissions for this RFP will be electronic only. The online application can be accessed at: <https://www.surveymonkey.com/r/85DCH7X>

All forms and attachments will also be submitted via the above online attachment link. The forms can be downloaded at www.first5sf.org. Applicants are advised to review the full RFQ document and understand its contents.

All submissions are due on **January 28, 2022 at 5:00 pm SHARP**. The online application will close at that time, and no late applications will be allowed to be submitted.

All forms and attachments are also due on **January 28, 2022 at 5:00 pm SHARP**. Late attachments and/or attachments submitted via other mechanisms outside the online application will not be considered.

Applicants are responsible for checking for updates, corrections, clarifications and other changes to this RFQ at www.first5sf.org.

Additional note about online submission via SurveyMonkey: A PDF of the application will be provided for download at www.first5sf.org. This application template **is not intended for submission use; only for viewing**. First 5 SF also asks that any test applications created on the SurveyMonkey application link, **be deleted as soon as possible in order to avoid confusion**.

Two mechanisms have been embedded in the application to certify them as final (one at the beginning and one at the end). All applications with boxes not checked to indicate they are valid submissions and/or applications with apparent "dummy" or "test" information will be deleted at the close of each business day up until the application due date in order maintain a clean submission list.

The timeline for this RFQ is in the table below:

ESTIMATED TIMELINE	
RFQ Issued	December 10, 2021
Non-Mandatory Bidders' Conference	December 21, 2021 at 1:30 p.m - zoom link below
Mandatory Letter of Intent Due	January 7, 2022
Proposals Due	January 28, 2022
Estimated Notice of Intent to Negotiate Grant Agreement	February 21, 2022

Dates and times are subject to change

First 5 San Francisco may schedule Commission review of the recommended proposals for its March 2, 2022 meeting. To meet this timeline, grantees are requested to be available and responsive to grant discussions February 21 – 25, 2022.

Scope of Work

Grant Expectations and Outcomes

A primary objective for these grants is to gain experience and knowledge of FRC service delivery in multiple cross sector settings. First 5 San Francisco and the Office of Early Care and Education have prioritized 0-3 childcare, preschool, and clinical settings for cross-sector family engagement. Proposals for additional settings will be accepted. Proposals focused on settings other than childcare, preschool, and clinical settings must justify the focus on the targeted setting.

To support FRCs toward this objective, grants are expected to be able to achieve their proposed project timeline toward at least one of the overarching grant objectives:

1. Critically examine assumptions and structures that underlay core service activities and build upon demonstrated and established strategies through partnership building, new partnerships, learning exchanges, and/or review of data, information, and community input;
2. Authentically engage community stakeholders in planning processes, service design, and service delivery;
3. Conduct shared research, evaluation, needs assessment or landscape analysis;
4. Lay groundwork for extending availability of services or launching new services across multiple sectors; and/or
5. Extend, re-design and re-establish outreach and referral mechanisms.

First 5 San Francisco may also ask funded agencies to participate in additional evaluation activities to ensure the learnings and experiences of the grant's activities are captured.

In the last quarter of the grant term, successful applicants will create and write a progress report/business plan that incorporates learnings and directions for future FRC activities. Specific report/plan components will be set following grant awards.

Successful Applicants Will:

- Demonstrate readiness for action and impact across partnerships.
- Demonstrate a commitment and history of authentically engaging those most affected by adversity.
- Propose approaches that incorporate race/gender equity, prevention, and power sharing with parents/caregivers in practice and program.
- Demonstrate a systems-change mindset and incorporate sustainability as a core principle.

Entities Eligible to Apply

The activities funded by this RFP builds on the existing funding of the FRC Initiative, with funds allocated from the Department of Early Childhood FY2021-22 and 2022-23 City budget for this purpose. Any lead agency currently awarded a grant under the FRC Initiative to deliver the full scope of activities falling under that initiative is eligible to apply.

Lead agencies must also be community-based organization that is nonprofit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Applicants must have a physical presence in California, and the capacity to work throughout San Francisco County and must be a San Francisco City-approved supplier/vendor in good standing at the time the contract is executed.

Lead agencies may submit no more than one application. An application from a lead agency may be on behalf of multiple FRC grants it holds. An application from a lead agency may also be on behalf of multiple funded FRCs, provided they are in a lower funding level than the lead agency itself, i.e. lead agencies are encouraged to support the capacity-building of smaller FRCs who may otherwise not consider applying to this effort. Reviewers may take into consideration capacity issues that may result from agencies participating in multiple applications and/or First 5 San Francisco may limit during grant negotiations the number of grants that any one agency or organization may participate in.

Agencies with intra-agency partnerships (i.e. Head Start sites, existing co-location of preschool and FRC) should propose and include other external partners, i.e. partners other than intra-agency programs within the same agency.

Minimum Eligibility

Current City-funded Family Resource Center as Lead Agency, which includes the following additional minimum eligibility:

- Community-based organization that is nonprofit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code;
- Must have a physical presence in California, and the capacity to work throughout San Francisco County; and
- Must be a San Francisco City-approved supplier/vendor in good standing at the time the contract is executed.

Contractors Unable to do Business with the City

Generally

Contractors that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into a contract with the City. Some of the laws are included in this RFQ. There are also resources available at the following Office of Contract Administration link, <https://sfgov.org/oca/qualify-do-business>.

Companies Headquartered in Certain States

This Contract is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into contracts with companies headquartered in states with laws that perpetuate discrimination against LGBT populations or where any or all of the work on the contract will be performed in any of those states. Proposers are hereby advised that Proposers which have their United States headquarters in a state on the Covered State List, as that term is defined in Administrative Code Section 12X.3, or where any or all of the work on the contract will be performed in a state on the Covered State List may not enter into contracts with the City. A list of states on the Covered State List is available at the website of the City Administrator.

Target Population up to 20 points

Budget up to 20 points

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.

Specific contract activities, budgets and length of contract term may be negotiated differently from described in the selected proposal(s).

If number of applications and requested budgets is less than or equal to the grants available, staff will review the received proposals to confirm proposal meets funding requirements and make recommendations for funding based on this review.

If recommended grants' negotiated budgets is less than funds available, funds may be transferred to other proposals received at staff discretion.

A primary objective for these grants is to gain experience and knowledge of FRC service delivery in multiple cross sector settings. First 5 San Francisco and the Office of Early Care and Education have prioritized 0-3 childcare, preschool, and clinical settings for cross-sector family engagement. Proposals for additional settings will be accepted. Proposals focused on settings other than childcare, preschool, and clinical settings must justify the focus on the targeted setting.

The funding offered will support activities to inform future approaches for the Family Resource Center Initiative. As such First 5 San Francisco and the Department of Early Childhood will seek to fund grants targeting a variety of provider sectors and family demographic groups with low school readiness attainment as indicated by SFUSD School Readiness surveys.

Application consists of 5 Sections:

1. General Agency and Contact Information
 - Organization's name, address
 - Executive Director's name, email, phone number
 - Contact person's name, email, phone number
 - Brief description of organization's mission and history

2. Partnership Information
 - List the collaboration partners and representation (e.g. sector, community represented), name and title of representatives from partnership, and attach letters of commitment from each partner; include lead agency FRC and staff representatives that will support project.
 - Governance or workgroup structure that is in place or proposed
 - Partnership's vision and goals

- History and experience of this lead agency or collaboration in initiating developing and sustaining partnerships, key learnings from similar efforts, or details of how partnership builds on or relates to other existing partnerships with a similar focus
 - i. Specifically describe any successful past experiences engaging parents with community/lived experience,
3. Project Description
- Applicants must select and describe project that fits in at least one of the below areas:
 - Critically examine assumptions and structures that underlay core service activities and build upon demonstrated and established strategies through partnership building, new partnerships, learning exchanges, and/or review of data, information, and community input;
 - Authentically engage community stakeholders in planning processes, service design, and service delivery;
 - Conduct shared research, evaluation, needs assessment or landscape analyses;
 - Lay groundwork for extending availability of services or launching new services across multiple sectors; and/or
 - Extend, re-design and re-establish outreach and referral mechanisms.
 - Provide a narrative description of the proposed project, including your vision for change and impact, how you will define success, and your rationale for focusing on the selected area(s).
 - Describe the key questions or areas of inquiry you will focus on as a partnership and why this is important
 - Attach a logic model or theory of change or other visual depiction of the proposed project.
 - List the measurable activities, timeline, outcomes, and data or other indicators you will track to measure success for the proposed project.
 - Describe strengths and opportunities and/or steps that partnership will take to ensure sustainability potential is incorporated throughout
4. Describe the population and/or community that will benefit from this proposal
- Describe the size and demographics of the population that will benefit from the collaboration and project.
 - Describe your reasoning for targeting this group or population and how your solution will advance access and equity.
 - Describe how the target population will be considered, authentically engaged and included in the project from beginning to end.
5. Budget
- Attach budget and budget narrative using template provided.

Submission Attachments Overview

Upload all attachments via the online application: (<https://www.surveymonkey.com/r/85DCH7X>) by **5:00 p.m. SHARP on January 28, 2022**. No late attachment submissions or attachments submitted via other mechanisms will be considered.

Overview of required attachments and preferred labeling and submission format is provided below.

- A. Application Required Attachment A - Attach resumes and job descriptions of key staff listed above. These documents should provide sufficient detail to permit Commission staff to assess how their experience will contribute to the project's objectives. These should all be put into a single PDF and labeled as "Agency Name Attachment A - Staffing".
- B. Application Required Attachment B - Attach a logic model or theory of change or other visual depiction of the proposed project. These should all be put into a single PDF and labeled as "Agency Name Attachment B - Visual".
- C. Application Required Attachment C: Include letters of commitment from partners listed above. These documents should be brief and provide sufficient detail to permit Commission staff to assess how the partnership will contribute to the project's objectives. These should all be put into a single PDF and labeled as "Agency Name Attachment C- Letters of Commitment".
- D. Application Required Attachment D - Signature Page Form (provided in Appendix B of application): Appendix B (Attachment D) can be downloaded at www.first5sf.org. Print, sign, scan and label as "Agency Name Attachment D - Signature Page Form".
- E. Application Required Attachment E - Use Budget and Budget Narrative Excel Form. Use download budget form found at www.first5sf.org. When form is complete put it into PDF and title "Agency Name Attachment E - Budget and Budget Narrative Form"

Submission Confirmation

Thank you for completing this application. Be sure to check the box marked "This application is complete and accurate and can be confirmed as a final submission" in the Survey Monkey to confirm your application is complete and accurate and confirm your final submission. **Responses will not be scored if this box is not checked.**

Non-Mandatory Bidders' Conference

A non-mandatory bidders' conference will be held on December 21, 2021 1:30 – 2:30 p.m. via Zoom (Join Zoom Meeting <https://us06web.zoom.us/j/85997465750>)

The purpose of the bidders' conference is to review the program scope with applicants and answer any questions about the RFQ process. The meeting will give participants the opportunity to seek clarification from Commission staff. Applicants are strongly encouraged to attend.

Terms and Conditions for Receipt of Proposals

Errors and Omissions in RFP

Applicants are responsible for reviewing all portions of this RFQ. Applicants are to promptly notify First 5, in writing, if the applicant discovers any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification should be directed to First 5 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 the RFQ

All inquiries regarding this RFQ and all oral notifications of an intent to request written modification or clarification of the RFQ must be directed to derik@first5sf.org.

Objection to RFQ Terms

Should an applicant object on any ground to any provision or legal requirement set forth in this RFQ, the applicant must, not more than ten calendar days after the RFQ is issued, provide written notice to First 5 setting forth with specificity the grounds for the objection. The failure of an applicant to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

Change Notices

First 5 may modify this RFQ, prior to the proposal due date, by issuing an Addendum to the RFQ, which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Addendum(s) issued by First 5 prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the applicant consult the website frequently, including shortly before the proposal due date, to determine if the applicant has downloaded all Addendum(s). It is the responsibility of the applicant to check for any addendum, questions and answers, and updates, which will be posted on the First 5 website, www.first5sf.org.

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

An applicant may revise a proposal on the applicant's own initiative at any time before the deadline for submission of proposals. The applicant 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.

Errors and Omissions in Proposal

Failure by First 5 to object to an error, omission, or deviation in the proposal will in no way modify the RFQ or excuse the applicant from full compliance with the specifications of the RFQ 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

Applicants 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 an applicant 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 supplier 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 Qualifications, 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.

Before submitting a proposal in response to the bid, RFP or RFQ, bidders are required to notify their affiliates and subcontractors of the political contribution restrictions set forth in Campaign and Governmental Conduct Code section 1.126.

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

Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFP/RFQs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

Public Access to Meetings and Records

If an applicant is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the applicant must comply with Chapter 12L.

Reservations of Rights by the City

The issuance of this RFQ does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. 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/P, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFQ/P by any other means; or
6. Determine that no project will be pursued.

No Waiver

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

Local Business Enterprise Goals and Outreach

Per Section 14B.2 of the Admin Code, Chapter 14B requirements do not apply to grants, whether funded by the City or by Federal or State grant funds, to a nonprofit entity to provide services to the community.

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 Registered Business (or have verified waiver) within San Francisco and City-approved supplier/vendor, if a contract is entered into.
2. Contractor must comply with any monitoring and evaluation requirements detailed in the contracting process.
3. Contractor must have current insurance coverage (workers compensation, general liability, fidelity bond, automobile or other required insurance) or applicable waivers, if contract is entered into.
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 a Registered Business or 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 San Francisco City Partner's "Become a Supplier" is a guide on its website, which can be found at <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>. Subcontractors are not required to be City-approved vendors; only the lead organization must be.

The City and County of San Francisco requires all funded agencies and entities to comply with a number of regulatory and legal requirements. Some of these requirements are described below. Others can be found at <https://sfgov.org/oca/qualify-do-business> .

Firms contracting with the city must agree to the most recent standard personal service contract or individual service contract agreements. A list of possible City contract templates can be found at: <https://sfgov.org/oca/resources> .

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.

Health Care Accountability Ordinance

A Proposer selected pursuant to this Solicitation shall comply with the requirements of Chapter 12Q. For each Covered Employee, an awarded Proposer shall provide the appropriate health benefit set forth in Section 12Q.3 of the Health Care Accountability Ordinance (HCAO). If a Proposer selected pursuant to this Solicitation chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission. Information about and the text of the Chapter 12Q and the Health Commission's minimum standards are available at <http://sfgov.org/olse/hcao>. Any Subcontract entered into by Proposer shall also be required to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this section. *Refer to Attachment 1, City's Proposed Agreement Terms for additional details related to the application of this Ordinance to a contract awarded pursuant to this Solicitation.*

Minimum Compensation Ordinance

A Proposer selected pursuant to this Solicitation shall comply with Administrative Code Chapter 12P. A Proposer selected pursuant to this Solicitation shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. A Proposer selected pursuant to this Solicitation is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. *Refer to Attachment 1, City's Proposed Agreement Terms for additional details related to the application of this Ordinance to a contract awarded pursuant to this Solicitation*

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.

- 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 San Francisco Children and Families Commission Tobacco-Free Policy (Appendix D).

Compliance with Other Laws

Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of the grant Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

Reservations of Rights by First 5 San Francisco

Issuance of this RFQ/P 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/P, or to cancel this RFQ/P 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 Qualifications;
- 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/P, or the requirements for contents or format of the proposals;
- Procure any materials, equipment or services specified in this RFQ/P by any other means; or
- Determine that no project will be pursued.

Actual award of funding is dependent on a successful contract negotiation. During the contract negotiation, First 5 San Francisco may seek modifications to the proposed activities and budget. If a contract cannot be completed within a reasonable time frame, determined by First 5 San Francisco, First 5 San Francisco may terminate negotiations and pursue a contract 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 contract 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.

Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.

First 5 San Francisco reserves the right, after contract 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 Costs

First 5 San Francisco grant awards and contracts are cost reimbursement for expenditures described in pre-approved budgets. Except for advances of funds, agencies/entities must incur expenses in pursuit of 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.
- Funds 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 San Francisco resident children 0 -5 years old, their families or caregivers, or expecting parents.
- Additional allowable costs may be stipulated in executed contract agreement.

Unallowable 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.
- Additional unallowable costs may be stipulated in executed contract agreement.

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 derik@first5sf.org.

Sample Page One of Online Application Template – Do not use for submission. Application can be accessed at:

<https://www.surveymonkey.com/r/85DCH7X>

Family Resource Center Expansion of Cross-sector Partnerships in Early Care and Education and Clinical Settings Request for Proposals Request for Proposals RFP # CFCFY22-02

Section 1: Coversheet and Contact Information

The contact information provided will be used by the Commission to communicate with applicants.

* 1. Name of Applicant/Organization

* 2. Name of Executive Director

* 3. Executive Director Email

* 4. Executive Director Direct Phone Number

Device View  Survey Format 

Required Attachment D - Signature Page Form

Signature Page Form

(Please download this form from First 5 SF Website: www.First5sf.org)

**First 5 San Francisco
RFP # CFCFY22-02**

**Request for Proposals: Family Resource Center Expansion of Cross-sector Partnerships in
Early Care and Education and Clinical Settings**

Complete, sign and PDF this page.
An official authorized to bind the entity must sign.

Name of Agency:	
Business Address:	
Contact Person, Title & Email:	
Alternate Contact Person, Title & Email:	
Authorized Signatory & Title:	
Signature of Authorized Signatory:	

Application Deadline:
January 28, 2022, 5:00 pm
First 5 San Francisco
<https://www.surveymonkey.com/r/85DCH7X>

First 5 San Francisco 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 Commission of First 5 San Francisco.

“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” or “Grantee” 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 First 5 San Francisco.

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

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

Section 2. Tobacco-Free Policy

(a) Policy Every contract awarded by the Commission shall incorporate by reference and require grantee to comply with the provisions of this section. In addition, all grantees must include or incorporate by reference in all subcontracts and require subgrantees 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 grantee or subgrantee shall agree as follows:

(1) Smoke-Free Workplaces

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

(2) Tobacco Hazards Education and Smoking Cessation Referrals

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

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

(3) Divestment

The Grantee shall divest from any investment in companies that, at the time the Grantee 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 Grantee 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 grantee under any contract with the Commission;
- (C) Disqualification of a bidder or grantee 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 grantee fails to comply in good faith with any of the provisions of this Article the grantee shall be liable for liquidated damages in an amount up to five percent of the grantee'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 grantee 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 grantee from any contract with the Commission.

Section 3. 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 grantee 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 grantees 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 grantee's noncompliance with the Policy.

(e) Contractor is a public entity.

This Policy shall not apply where the prospective grantee is a public entity or City department 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 grantee or subgrantee'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 4. Effective Date

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