

**City and County of San Francisco
First 5 San Francisco**

**Request for Proposals CFCFY22-03 for:
Training and Field Building for Family Support**



Request for Proposals Issued:
Pre-Proposal Conference:
Deadline to Submit Proposals:

February 1, 2022
February 23, 2022 at 10 a.m.
April 6, 2022 at 5 p.m.

I. INTRODUCTION AND SOLICITATION SCHEDULE

A. Introduction

1. Background

The City and County of San Francisco grants funds to community based organizations (CBOs) to create a network of care providers to deliver a wide range of health, mental health, educational and social services. Direct service agency staff entering the field come from various backgrounds and possess varying degrees of preparation to serve families. These staff can be assisted by training that introduces them to family situations, available resources, best practices in direct service activities. New and seasoned staff also must keep up to date with best practices, continuous quality improvement techniques, and the many resources and services available to assist families. All providers can also benefit from peer networking and support and collective opportunities to advocate for and sustain the services they are providing through broader system and policy changes. Outcomes are enhanced for families when the staff who support them are knowledgeable about local service systems, providers, characteristics of high-quality service delivery, and eligibility criteria.

City funders recognize the need to develop the skills and knowledge of the staff delivering services through city funded initiatives. By setting training priorities and identifying quality training resources on priority topics, City funders seek to enhance the knowledge and skills of staff funded through city initiatives and facilitate achievement of the objectives of the funded initiatives; by investing in networking, collaboration, field-building, and sustainability of the family support field, joint funders hope to ensure the longevity, integral role, and impact of family support programs in San Francisco

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

2. Purpose

Through this RFP, the Department of Children, Youth and their Families (DCYF), First 5 San Francisco and the San Francisco Human Service Agency (HSA) – collectively the RFP Funders - seek to identify a provider to plan and implement training, technical assistance and field building activities to enhance service provision skills for staff at agencies they fund. Additionally, this entity will assist with peer networking and coordination across the network of family support service providers and sustaining family resource centers and other family support programs through policy, fundraising, and systems change.

The RFP funders also recognize the complexity of referral systems, number of service providers and day-to-day commitment needed to provide direct services has created gaps in service coordination, unrealized opportunities for collaboration and a sometimes halting implementation to policy development and implementation. These circumstances also prevent the field from collectively assessing their service environment and family experiences that could inform program and policy development. This RFP would also support opportunities for San Francisco family service agencies to convene to identify and articulate priority family needs, service interventions and development priorities for family service agency infrastructure and network of care at both front line and leadership staff levels.

A main target for outreach and involvement of the activities funded by this RFP should be family service providers funded by DCYF, First 5 San Francisco and HSA with specific emphasis on agencies funded through the Family Resource Center Initiative. However, the funded agency may expand its service target beyond this priority group.

Links to Strategic Plan Goal and Desired Outcomes:

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

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

Family Support Impact Area

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

Outcomes:

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

3. Diversity, Inclusion, and Racial Equity

First 5 San Francisco is and the Department of Early Childhood will be committed to a culture of inclusion in which our differences are celebrated. Everyone should have what they need to thrive no matter their race, age, ability, gender, sexual orientation, ethnicity, or country of origin. The Department believes that a diverse and inclusive workforce will produce more creative and innovative outcomes for the organization, and ultimately, its clients.

First 5 San Francisco is and the Department of Early Childhood will be committed to combating systemic racism and disparate impact of governmental services by advancing racial equity in all aspects of our work, ensuring access to services, and providing support to communities to ensure their ability to succeed and thrive.

First 5 San Francisco does and the Department of Early Childhood will seek to partner with community-based organizations that share these values in their organizational culture and program services. The agency sees our contracted community-based partners and their work as a means to enhance and further advance efforts to address racial equity and inclusion across San Francisco.

Respondents to this request for proposals must ensure that they clearly demonstrate how these values are exemplified through their organizational and program operations. This should include a description of the organization's plans, strategies, and activities to address racial equity and inclusion among staff and program participants, as well as internal controls to regularly review current practices through the lens of racial equity and inclusion to identify areas of improvement.

Additional examples of information to be provided are the organizational mission or inclusion statements, non-discrimination documents, and/or other supporting documents, community outreach plans, staff training activities on racial equity, and a description of or data on the demographics of staff and program participants.

4. Entities Eligible to Apply

Lead agencies must 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 San Francisco, 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 subgrantees it manages. An application from a lead agency may also be on behalf of multiple agencies as part of a collaborative agreement toward collective organizational culture shift, practice change, and service enhancement.

5. Selection Overview

The City shall award a contract to the Proposer that meets the Minimum Qualifications of this Solicitation whose Proposal receives the highest ranking score. Responsive Proposals will be evaluated by a panel (“Evaluation Panel”) consisting of one or more parties with expertise related to goods and/or services being procured through this Solicitation. The Evaluation Panel may include staff from various City departments. Proposals will be evaluated based on the criteria outlined herein. If applicable, a Contract Monitoring Division (CMD) Contract Compliance Officer will assess Proposal compliance with Local Business Enterprise (LBE) requirements and assign a rating bonus to Proposal scores. The CMD-adjusted scores (if applicable) will then be tabulated, and Proposers will be ranked starting with the Proposer receiving the highest score, then continuing with the Proposer receiving the second highest score, and so on.

Additional details are described later in the document.

B. Anticipated Contract Term

The initial grant period is estimated to start July 1, 2022 and end June 30, 2024. It is anticipated that one agency will be selected from this process.

This RFP supports a strategy area in transition. Funders anticipate implementation of an updated strategy encompassing the requested services in the near future. To accommodate this circumstance, the grant may be renewed for an additional three years on a year by year basis.

To ensure the grant support the highest field priorities, the budget and scope of work will be reviewed each year and substantial changes may be sought in negotiation with the selected agency. This could include an upward or downward adjustment to the funds allocated to support the project, re-design and alteration to scope of work or the grant may be ended.

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

Grant renewal and award amounts are subject to City funder staff review of the project, annual negotiation of grant award and scope of work, alignment with updated training strategy and continued availability of funds. Grant awards may be reduced or eliminated in response to reduced allocations to DCYF, HSA or First 5 San Francisco from their funding sources. Other San Francisco City and County departments may elect to initiate their own contract or contribute funds to contracts administered by First 5 San Francisco based on this RFP.

C. Anticipated Contract Not to Exceed Amount

The allocated funding for this project is up to \$325,000 per year, which may increase or decrease depending on funding availability or shifts in funder priorities or strategy transitions for the funded activities. The source of funding for these services is state, federal and local funds. Contractors will be required to follow any and all state and federal rules and regulations that may apply. Payment for all services provided in accordance with provisions under this contract shall be contingent upon the availability of funds. The City shall not guarantee any minimum amount of funding for these services.

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D. Solicitation Schedule

The anticipated schedule for this Solicitation is set forth below. These dates are tentative and subject to change.

Proposal Phase	Tentative Date
Request for Proposals Issued	On or about February 1, 2022 www.First5sf.org
Deadline for Written Questions in addition to Pre-proposal Conference	February 22, 2022 at 12:00 p.m.
Pre-Proposal Conference	February 23, 2022 at 10:00 a.m. via zoom: https://us06web.zoom.us/j/83926845491
Mandatory Letter of Intent Deadline	March 2, 2022
Deadline to Submit Proposals	April 6, 2022 at 5:00 p.m.
Tentative Notice of Contract Award	May 2, 2022

E. Limitation on Communications During Solicitation

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancelation or final Award), Proposers and their

subcontractors, vendors, representatives and/or other parties under Proposer’s control, shall communicate solely with the Contract Administrator whose name appears in this Solicitation (see section V.B.). Any attempt to communicate with any party other than the Contract Administrator whose name appears in this Solicitation – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

F. Target Population

Outreach and participation should be reflective of the family service field of San Francisco, with a plan for addressing and balancing the specific needs and focus areas of the agencies and staff that receive grants and contracts from RFP Funder initiatives and programs, in particular the Family Resource Center Initiative. This requirement does not preclude participation by other agencies and staff that would benefit from the activities funded by this RFP.

G. Definitions

City	City and County of San Francisco
DEC	Department of Early Childhood
ECE	Early Care and Education
First 5	First 5 San Francisco Children and Families First Commission
OECE	Office of Early Care and Education

II. SCOPE OF WORK

Requested Services

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

Training and Technical Assistance

The agency and staff funded by this RFP will be responsible for planning and implementing a program of training and technical assistance to enhance the practice of San Francisco family support staff. Through training, RFP funders seek to facilitate implementation of quality direct service practice by trained staff and their agencies. By training multiple family serving agencies, the RFP funders seek to facilitate a standard of quality practice in the field of family support services. To the extent possible, training should encourage awareness and adoption of evidence based approaches relative to the topic being trained upon. Training offer participants ways to assess and improve their practice relative to the training topic, so that their individual and agency practice will be positively impacted.

The trainings offered by the selected agency should be field driven – reflecting the topics, content and requests of family service agency staff and their managers. Up to now, curriculum has been requested to support development and knowledge in these areas:

- Awareness of basic needs support resources, their eligibility criteria and application processes
- Case management practice basic skills, considerations for serving families in frequently encountered situations

- Theoretical background to family support practice – e.g. Protective Factors for Strengthening Families, Child development/School Readiness, Adverse Childhood Experiences (ACES), trauma informed care
- Principles of Family Support and their application in developing programs and serving families
- Impact of institutional and structural racism on families, family engagement and service delivery

The funded agency will periodically assess family service agency front line staff and their managers to confirm and identify training priority needs. The training needs assessment will collect input to inform how trainings can be more effective at supporting changes in individual and agency practice. At the request of the field, this may grow to include an awareness of and skills for referral to a core list of referrals to resources deemed critical to family support practice – e.g., child care, SFUSD navigation, employment, housing, etc. Priority setting for curriculum development will include consultation with RFP funders.

Family service agency staff should have many opportunities to participate in training supported by this RFP. Staff should be supported to understand how best to engage in training and be aware of training opportunities. RFP funders anticipate that these funds will support approximately 40 sessions of live training – variance from this target may be justified by development of new content, mix of live training vs presentation of recorded training, or other considerations.

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

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

The funded agency will engage the family service agency field to determine the best formats for training during the ongoing COVID pandemic. This will include virtual vs in-person vs hybrid training formats. A rationale for training format will be developed and necessary curriculum adjustment should be made to ensure quality training experiences. Field participants should be offered frequent opportunities to engage in training regardless of formats.

Trainings offered through this RFP may be implemented by salaried staff of the funded agency or recruited paid/volunteer trainers. The funded agency should take efforts to ensure the training content is accurate and reflective of best practice in the field and presented using adult learning techniques likely to support retention and adoption of the training material topics/skills.

Network Development and Field Building

The RFP funders view network development and field building as complementary activities to training and technical assistance. Network development includes the strengthening of relationships and collaborative efforts among and between individual service agencies. To support network development and field building, the funded agency will implement activities with staff at at least two staff cohort levels – 1) operational direct line staff 2) leadership/executive level staff. The funded agency will implement activities to establish and deepen connection, collaboration and relationship with other staff in the cohort.

RFP funders view networking and field building among operational direct line staff as key to enhancing staff awareness of the range of services and resources available to support families and development of inter-agency referral relationships. Staff can also grow awareness of family

care practices at different agencies and reflect on these practices in the context of practice quality and differential impact on family outcomes.

RFP funders view network and field building among leadership/executive level staff as key to development of a coordinated and collaborative system of care for children and families. Relationships at the leadership level should ease and facilitate care coordination and agreements on quality service implementation for the field. Leadership/executive relationships can be leveraged to coordinate efforts in program design, service implementation and other collaborative efforts. Similarly, field building leverages inter-agency relationships to collectively describe common experiences, observations of families' needs and the resource/service gaps that families face.

Planning, Policy & Sustainability

Training, technical assistance, networking and field-building activities naturally lend themselves to creating larger systems and conditional changes for families and family support programs. A collective voice for the field can be developed and enhanced through each of the above components to support continuous quality improvement, elevate issues and priorities, inform policy and resource allocation, and ensure visibility and sustainability of the family support field at local, state and even national levels. During the first year of the contract, the selected entity will be expected to develop a longer-term plan for policy and sustainability priorities that represents family support program and stakeholder input.

As the network development and field building activities evolve and develop, it is predictable that additional resources will be required for these activities to reach their full potential to impact practice, programmatic, and policy changes. The agency identified for this cycle of funding should demonstrate the ability to generate revenue to leverage the contribution of the RFP Funders through fundraising or revenue generation from funded activities.

Governance

The agency funded to support the training and field building activities of this grant will acknowledge this work is to support the many agencies doing family service work in San Francisco. The RFP funders intend for the activities and priorities for the RFP funded activities to be field driven, identified and set. To that end, the funds of this RFP will be used support a governance structure to provide oversight to the activities of this grant.

The structure and membership of the governance structure should be reflective of the family service field of San Francisco. The governing body should meet with sufficient frequency to assess areas for prioritization and direction for training and technical assistance and network and field development activities. Substitution of a single non-profit board of directors would not be sufficient input for field representation for this project.

The selected entity will be asked in their application, to present a plan and proposed structure for balancing the above activities across the broader family support field of San Francisco, as well as to participants in large city-funded initiatives such as the Family Resource Center Initiative.

The RFP funders desire to collaboratively grow and strengthen each of the above components. The selected agency will work with RFP funders to establish a structure and process to ensure good communication, partnership and collaboration, and to periodically review and assess the status of current activities in the above areas. This may include specialized and targeted planning and convening to foster learning and exchange on critical strategic questions or topics relevant to RFP funders, but minimally will include selected agency presence at regularly scheduled grantee meetings such as the monthly FRC Initiative Meetings and joint RFP funder presence at member and governance meetings as deemed appropriate by all parties.

The proposed governance structure and annual work plans/budgets for the activities funded by this RFP remain subject to the approval of the RFP funding agencies.

Performance Monitoring and Evaluation

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

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

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

1. Are the measures clear, specific, and achievable?
2. Is there a readily available data source to help assess progress toward selected measures?
3. Do measures align with the activities we intend to implement and the goals we would like to accomplish through these activities?
4. Do measures link back to the individuals and/or groups we intend to target for services and to the needs identified within this target population?

III. SUBMISSION REQUIREMENTS

A. Mandatory Letter of Intent

Agencies intending to submit a proposal are requested to submit a **mandatory** Letter of Intent, so that it is received by First 5 San Francisco **March 2, 2022 at 5:00 p.m.** The Letter of Intent should be on agency letterhead and indicate the agency's intent to apply for RFP funds. To the extent possible, the letter should name the agencies to receive funds through the proposed grant, including the lead agency and any subcontractor agencies. The letters of intent are not binding and are used by staff to anticipate the number of proposal reviewers needed.

The letters of intent are to be emailed to derik@first5sf.org.

B. Time and Place for Submission of Proposals

Application Submission

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

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.

Applicants are encouraged to develop responses to questions in word processing software prior to completing survey monkey application to adhere to section page limits. Page limits should be equivalent to text on a typed page with 1 inch margins 1.5 line spacing and 12 point font.

All submissions are due on **April 6, 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 **April 6, 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 RFP is in the table below:

ESTIMATED TIMELINE	
RFP Issued	On or about February 1, 2022 at www.First5sf.org
Non-Mandatory Bidders' Conference	February 23, 2022 at 10 a.m. via zoom https://us06web.zoom.us/j/83926845491
Mandatory Letter of Intent Due	March 2, 2022
Proposals Due	April 6, 2022 at 5:00 p.m.
Estimated Notice of Intent to Negotiate Grant Agreement	May 2, 2022

Dates and times are subject to change

Attachment Submission

Upload all attachments via the online application: <https://www.surveymonkey.com/r/ZJMTPQF> by **5:00 p.m. SHARP on April 6, 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 - Signature Page Form (provided in Appendix B of application): Appendix B (Attachment A) can be downloaded at www.first5sf.org. Print, sign, scan and label as “Agency Name Attachment A - Signature Page Form”.
- B. Application Required Attachment B: Attestation for lead agency compliance with RFP minimum qualifications. Print, sign, scan and label as “Agency Name Attachment B - Minimum Qualification Attestation”.
- C. Application Required Attachment C - Attach resumes and job descriptions of key staff implementing funded activities. 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 C – Staffing – Resumes/Job Descriptions ”
- D. Application Required Attachment D - Use Budget and Budget Narrative Excel Form. Use budget form found at www.first5sf.org. When form is complete put it into PDF and title "Agency Name Attachment D - Budget and Budget Narrative Form"
- E. Application Required Attachment E - Up to 4 letters of support (not to exceed 1 page each) from executive leadership at agencies in the field of family support demonstrating their support of your agency to pursue network development and field building activities. Assemble letters of support behind a cover page labeled “Agency Name Attachment E – Letters of Support”.
- F. Application Attachment F Optional – Governance Organizational Chart, notated, up to 1 page. If submitting, put into pdf form and label “Agency Name Attachment F - Agency/Project Name Governance Organizational Chart “

Submission Confirmation

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.**

IV Proposal Evaluation Criteria

C. Minimum Qualifications (Pass/Fail)

Each Proposal will be reviewed for initial determination on whether Proposer meets the MQs referenced in this section. **This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.**

MQ #	Description
MQ1	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.
MQ2	Services must be primarily targeted to agencies serving the residents of the City and County of San Francisco.

MQ3	Must be willing and able to comply with the City contracting requirements set forth in Section VII of this RFP.
MQ4	If awarded a grant, the applicant must be certified as a City-approved vendor and compliant with the City’s insurance requirements within 30 days of award notice or First 5 San Francisco reserves the right to revoke the grant award.
MQ5	Applicant must follow all guidelines (formatting, page limitations, required attachments, etc.) detailed in the Submission Requirements Section
MQ6	Agencies receiving funding must not be currently on ‘red flag’ or ‘elevated concern status’ with the Office of the Controller.
MQ7	Agencies receiving funding must not have any city contracts withdrawn or terminated due to fiscal or program compliance issues within the last 24 months.

Proposals should clearly demonstrate that the qualifications are met. Insufficient or incomplete information may result in a proposal being considered non-responsive and may not be eligible for award of the contract.

Please note: Agencies submitting proposals that have previously been contracted by the City and County of San Francisco, state and/ or Federal agencies to provide goods and/or services must successfully demonstrate compliance with performance/monitoring requirements specified in previous grants/contracts (corrective actions) in order to be considered responsive to this RFP. **Documented failure to correct performance/monitoring deficiencies identified in past City and County grants/contracts may result in Agency disqualification to participate in this RFP.** A letter self-verifying compliance is acceptable.

D. Preferred Qualifications

Agencies funded through this initiative should demonstrate the following qualifications with relevancy to the San Francisco family support providing agencies:

- Demonstrated experience and ready ability to provide training and technical assistance to facilitate family serving agencies to improve the quality of their service provision
- Demonstrated familiarity with the Family Support Principles of Family Support America and the operationalization of the principles in delivering services to families
- Demonstrated familiarity with the 5 Protective Factors of the Center for the Study of Social Policy and the operationalization of the Protective Factors in delivering services to families
- Demonstrated knowledge of field stakeholders and acknowledged leadership position in human services and family support field that would facilitate successful network development and field building in San Francisco
- Demonstrated commitment to equity, equitable service delivery, inclusion of historically marginalized and isolated stakeholders, and willingness to challenge implicit-bias and institutionalized racism, particularly anti-Black racism.
- Demonstrated capacity and competency to collect, analyze and create actions based on review of program implementation and results.
- Demonstrated ability to generate revenue from activities likely to be funded by this RFP

E. Selection Criteria

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. Staff from other City departments may participate as panelists. First 5 San Francisco will then make the final selection and conduct contract negotiations.

If a single proposal is submitted and meets eligibility requirements in response to this RFP, First 5 San Francisco staff may elect to solely review the proposal and develop a funding recommendation on the proposal. Alternatively, professional staff may be consulted to recommendations for proposal eligibility for funding, issues to settle contingent to funding or issues for clarification.

Proposals will be scored on the following requirements:

- ⇒ Agency Experience and Qualifications – 60 points
 - Agency/Staff Qualifications - 10 points
 - Steps taken to ensure programming implemented to advance racial equity and combat systemic racism
 - Experience Providing Training - 25 points
 - Training Capacity and Experience
 - Familiarity with Family Support Principles & 5 Protective Factors
 - Curriculum Offerings Reflective of Local Provider Needs and Interests
 - Process to assure continued relevance and quality
 - Network Development and Field Building – 25 points
 - Knowledge of San Francisco provider and government landscape
 - Success in Convening Field Leaders to define field priorities
 - Process and Timeline for Strengthening
- ⇒ Evaluation Capacity – 10 points
- ⇒ Governance – 15 points
 - Structure and membership gives balanced voice for broad family support field and agencies funded by large city funded initiatives such as Family Resource Center Initiative
- ⇒ Fiscal and Budget – 15 points

A minimum score of 80 will qualify an agency for funding consideration.

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

IV. PRE-PROPOSAL CONFERENCE AND CONTRACT AWARD

A. Pre-Proposal Conference

A non-mandatory bidders' conference will be held on February 23, 10:00 – 11:00 a.m. via Zoom Meeting <https://us06web.zoom.us/j/83926845491>

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.

If you have further questions regarding the RFP, please contact the individual designated in Section VI.B.

B. Contract Award

First 5 San Francisco will select a proposer with whom Agency staff shall commence contract negotiations. The selected proposal will be part of the final contract and will be used as a starting point for contract negotiations. The acceptance and/or selection of any Proposal(s) shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time First 5 San Francisco in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

C. Written Questions and Requests for Clarification

Proposers are encouraged to submit written questions before the due date stated in Section I.D. to the individual designated in Section VI.B. All questions will be addressed, and any available new information will be provided in writing via the RFP website. All written questions must be submitted on or prior to February 22, 2022 at 12:00 p.m. Questions may be initially responded to at the Pre-Proposal Conference or posted to the RFP website.

V. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

A. Solicitation Errors and Omissions

Proposers are responsible for reviewing all portions of this Solicitation. Proposers are to promptly notify the Department, in writing, if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the Solicitation. 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.

B. Inquiries Regarding RFP

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

Derik Aoki
Sr. Program Officer
First 5 San Francisco

1650 Mission Street, Suite 300
San Francisco, CA 94103
Derik@first5sf.org

C. Objections to Solicitation Terms

Should a Proposer object on any ground to any provision or legal requirement set forth in this Solicitation, the Proposer must, not more than ten calendar days after the RFP 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.

D. Solicitation Addenda

The City may modify this Solicitation, prior to the Proposal due date, by issuing an Addendum to the Solicitation, which will be posted to www.First5sf.org. **The Proposer shall be responsible for ensuring that its Proposal reflects any and all Solicitation Addenda issued by the City 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 Solicitation Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the subject Solicitation.

THE SUBMITTAL OF A RESPONSE TO THIS SOLICITATION SHALL EXPLICITLY STIPULATE ACCEPTANCE BY THE PROPOSERS OF THE TERMS FOUND IN THIS SOLICITATION, ANY AND ALL ADDENDA ISSUED TO THIS SOLICITATION, AND THE PROPOSED CONTRACT TERMS.

E. Proposal Term

Submission of a Proposal signifies that the proposed services and prices are valid for 180 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. At Proposer's election, the Proposal may remain valid beyond the 180-day period in the circumstance of extended negotiations.

F. Revision to 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, but no later than the Proposal due date and time. In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal deadline 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.

G. Proposal Errors and Omissions

Failure by the Department to object to an error, omission, or deviation in the Proposal will in no way modify the Solicitation or excuse the Proposer from full compliance with the

specifications of this Solicitation or any contract awarded pursuant to this Solicitation.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a Proposer in responding to this Solicitation. Proposers acknowledge and agree that their submissions in response to this Solicitation will become the property of the City and may be used by the City in any way deemed appropriate.

I. Public Disclosure

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code 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 benefit until and unless that person or organization is awarded the contract or benefit.

If the City receives a Public Records Request ("Request") pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) of the Request and to provide the Proposer with a description of the material that the City deems responsive and the due date for disclosure ("Response Date"). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production ("Withholding Directive"), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

J. Proposer's Obligations under the Campaign Reform Ordinance

If a contract awarded pursuant to this Solicitation has (A) a value of \$100,000 or more in a fiscal year and (B) requires the approval of an elected City official, Proposers are hereby advised:

1. Submission of a Proposal in response to this Solicitation may subject the Proposers to restrictions under Campaign and Governmental Conduct Code Section 1.126, which prohibits City contractors, Proposers, and their affiliates from making political contributions to certain City elective officers and candidates; and
2. Before submitting a Proposal in response to this Solicitation, Proposers are required to notify their affiliates and subcontractors listed in the awarded contract or Proposal of the political contribution restrictions set forth in Campaign and Governmental Conduct Code section 1.126.

This restriction applies to the party seeking the contract, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or

sponsored by the party, as well as any subcontractors listed in the awarded contract or Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1) negotiations are terminated, and no contract is awarded; or (2) twelve months have elapsed since the award of the contract.

A violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at [\(415\) 252-3100](tel:415-252-3100) or go to <https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders>.

K. Reservations of Rights by the City

The issuance of this Solicitation does not constitute a guarantee by the City that a contract will be awarded or executed 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 the Solicitation;
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 Solicitation, or the requirements for contents or format of the Proposals;
5. Procure any materials, equipment or services specified in this Solicitation by any other means; or
6. Determine that the subject goods or services are no longer necessary.

L. No Waiver

No waiver by the City of any provision of this Solicitation shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this Solicitation.

M. Local Business Enterprise Goals and Outreach

Due to county, federal and state funding for these services, LBE bid discounts will not be used in this RFP.

N. Other

1. The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which the goods are to be delivered or the work is to be performed. Factors considered by the City shall include, but not be limited to:
 - a. Any condition set forth in this Solicitation;

- b. Adequacy of Proposer’s plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
 - c. Delivery time(s).
2. City reserves the right to inspect an awarded Proposer’s place of business prior to award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer’s capabilities and qualifications.
3. Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another Proposer and may proceed against the original selectee for damages.
4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period of time requested.
5. 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.

VI. CITY’S SOCIAL POLICY REQUIREMENTS

The San Francisco Municipal Code establishes a number of requirements for people seeking to do business with the City (“Social Policy Requirements”). The Social Policy Requirements set forth below are NOT intended to be a complete list of all Social Policy Requirements applicable to this Solicitation and any contracts awarded from it.

A. Proposers Unable to do Business with the City

1. Generally

Proposers 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. Laws applicable to this Solicitation are set forth below.

2. Administrative Code Chapter 12X

Subject to certain exceptions, Proposers are advised that this Solicitation is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into a contract with a Proposer that (a) has its headquarters in a state that has enacted a law that perpetuates discrimination against LGBT people and/or has enacted a law that prohibits abortion prior to the viability of the fetus, or (b) will perform any or all of the work on the contract in such a state. Chapter 12X requires the City Administrator to maintain a list of such states, defined as “Covered States” under Administrative Code Sections 12X.2 and 12X.12. The list of Covered States is available on the website of the City Administrator (<https://sfgsa.org/chapter-12x-state-ban-list>). Proposers will be required to certify compliance with Chapter 12X as part of their Proposal, unless the City determines that a statutory exception applies.

3. Administrative Code Chapter 12B

A Proposer selected pursuant to this Solicitation may not, during the term of the Agreement, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code.

B. 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.

C. 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>.

D. Reserved - First Source Hiring Program

E. Contractor Vaccination Policy

Proposers are advised that any contract awarded from this Solicitation is subject to the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration") dated February 25, 2020, and the Vaccination Policy for City Contractors ("Contractor Vaccination Policy") issued by the City Administrator. The Contractor Vaccination Policy requires employees of City contractors and subcontractors who spend substantial time working in close proximity to City employees while performing work under the contract at a City owned, leased or controlled facility ("Covered Employees") to be fully vaccinated or granted an exemption based on medical or religious grounds. Information about the Contractor Vaccination Policy is available on the City's website at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>. Proposers will be

required to certify before contract award that they will comply with the Contractor Vaccination Policy if the resulting contract will be a Covered Contract under the Policy, unless the City determines that a waiver should be granted for the reasons stated in that Policy. The Contractor Vaccination Policy's requirements include, but are not limited to, the following:

1. Contractor shall identify its Covered Employees who are or will be performing Work or Services under this Agreement and shall inform them of the COVID-19 vaccination requirements stated in the Contractor Vaccination Policy and the Emergency Declaration.
2. Contractor shall maintain a list of its Covered Employees by name and position, which list shall not include the employees' vaccination status. Contractor shall update the list as needed to show all current Covered Employees, and Contractor shall provide that list to the City on request.
3. Contractor shall be responsible for determining the vaccination status of any Covered Employees working for their subcontractors on a project. Contractor shall ensure that its covered subcontractors submit required information to the Contractor to ensure its covered subcontractors' compliance with the Contractor Vaccination Policy.
4. Proposer shall submit to the City the Attestation Form confirming its compliance with the Contractor Vaccination Policy before contract award. Contractors shall promptly submit to the City a completed Attachment A respecting any medical or religious vaccination exemptions granted to their Covered Employees, which shall be updated as needed.
5. Contractor shall coordinate with the City to confirm that the City can safely accommodate at its worksite any Covered Employee for whom the Contractor has granted a medical or religious vaccination exemption, which may include ensuring that exempt employees who are accommodated comply with any required health and safety protocols.

VII. CONTRACT REQUIREMENTS

A. Contract Terms and Negotiations

The successful Proposer will be required to enter into the Agreement attached hereto as Attachment 1, City's Proposed Agreement Terms. **City's Proposed Agreement Terms are not subject to negotiation.** Failure to timely execute the Proposed Agreement, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the Proposed Agreement, shall be deemed an abandonment of the Proposal and City, in its sole discretion, may select another Proposer and proceed against the original selectee for damages.

B. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

C. Insurance Requirements

- 1. Types and Amounts of Coverage.** Without limiting Grantee's liability, Grantee shall maintain in force, during the full term of the grant agreement, insurance in the following amounts and coverages:
 - a.** Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
 - b.** Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage, and
 - c.** Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

If professionals are used as part of the grant agreement, professional liability will be required.

- d.** Professional liability insurance for negligent acts, errors or omission with respect to professional or technical services, if any, required in the performance of this Agreement with limits not less than one million dollars (\$1,000,000) each claim.
- e.** Fidelity Bond. Grantee shall maintain throughout the term of this contract, at its expense a blanket fidelity bond covering all officers and employees, including City as additional obligee or loss payee as its interests may appear.

Grantees that will provide technology type services must provide Technology Errors and Omissions Liability insurance. Limits of insurance may be increased according to the Scope of Work, risk, and amount of contract:

- f.** Technology Errors and Omissions Liability coverage, with limits of \$1,000,000 each occurrence and each loss, and \$2,000,000 general aggregate. The policy shall at a minimum cover professional misconduct or lack of the requisite skill required for the performance of services defined in the contract and shall also provide coverage for the following risks:
 - i.** Liability arising from theft, dissemination, and/or use of confidential information, including but not limited to, bank and credit card account information or personal information, such as name, address, social security numbers, confidential social service information, protected

- health information or other personally identifying information, stored or transmitted in electronic form;
- ii.** Network security liability arising from the unauthorized access to, use of, or tampering with computers or computer systems, including hacker attacks; and
 - iii.** Liability arising from the introduction of any form of malicious software including computer viruses into, or otherwise causing damage to the City's or third person's computer, computer system, network, or similar computer related property and the data, software, and programs thereon.
- 2.** Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:
 - a.** Name as additional insured City and its officers, agents and employees.
 - b.** Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.
 - 3.** Additional Requirements for All Policies. All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.
 - 4.** Required Post-Expiration Coverage. Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.
 - 5.** General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs. Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.
 - 6.** Evidence of Insurance. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance, and additional insured policy endorsements, in form and with insurers satisfactory to City, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon City's request. Before

commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

7. Effect of Approval. Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.
8. Insurance for Subcontractors and Evidence of this Insurance. If a subcontractor will be used to complete any portion of this agreement, the grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and the grantee listed as additional insureds.
9. Regarding Workers' Compensation, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.
10. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

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.

VIII. PROTEST PROCEDURES

A. Protest of Non-Responsiveness Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest of Non-Responsiveness. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Contract Award

Within five (5) business days of the City's issuance of a Notice of Intent to Award, a Proposer may submit a written Notice of Protest of Contract Award. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

A Notice of Protest must be written. Protests made orally (e.g., by telephone) will not be considered. A Notice of Protest shall be transmitted by a means that will objectively establish the date the City received the Notice of Protest. If a Notice of Protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. All protests must be received by the due dates stated above. Protests must be delivered to:

Interim Executive Director
First 5 San Francisco
1650 Mission Street, Suite 300
San Francisco, CA 94103
theresa.zighera@first5sf.org

IX. STANDARD FORMS

A. How to become Eligible to Do Business with the City

Before the City can award any contract to a contractor, all vendors must meet the minimum requirements described below. There may be additional requirements placed upon a vendor depending on the type of good or service to be purchased.

B. How to Register as a City Supplier

The following requirements pertain only to Proposers not currently registered with the City as a Supplier.

Step 1: Register as a BIDDER at City's Supplier Portal:

<https://sfcitypartner.sfgov.org/pages/index.aspx>

Step 2: Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector's Office and submit Chapter 12B and 12C forms through the Supplier portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

- **City Business Tax Registration Inquiries:** For questions regarding business tax registration procedures and requirements, contact the Tax Collector's Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.
- **Chapter 12(B) and 12(C) Inquiries:** For questions concerning the City's Chapter 12(B) and 12(C) Equal Benefits and Non-Discrimination in Contracting requirements, go to: www.sfgov.org/cmd.

C. Vendor Eligibility and Invoice Payment

Vendors must have a City-issued vendor number, have all compliance paperwork submitted and approved by the City, and have an executed contract or purchase order before payments can be made. Once a vendor number has been assigned, an email notification will be provided by the City's Vendor File Support Division. This notification will include instructions on how to sign up to receive payments through the City's supplier portal located at <https://sfcitypartner.sfgov.org/>.

D. Supplemental Forms

Form:	Required If:
Minimum Compensation Ordinance (MCO) Declaration ( pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and

	subcontractors.
Health Care Accountability Ordinance (HCAO) Declaration (pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 20 employees (more than 50 employees for nonprofit organizations), including employees of any parent, subsidiaries or subcontractors.
Insurance Requirements (pdf)	The solicitation requires the successful proposer to demonstrate proof of insurance.
Local Business Enterprise Program Application (Contract Monitoring Division)	You desire to participate in the City’s Local Business Enterprise Program which helps certain financially disadvantaged businesses increase their ability to compete effectively for City contracts

For further guidance, refer to the City’s supplier training videos that are located online at: <https://sfcitypartner.sfgov.org/>.