

Important Instructions and Information for submitting this application

The below instructions and information pertain to the application submission process and only include a synopsis of the RFP. Applicants are encouraged to read the full RFP located at <https://www.first5sf.org/funding-opportunities/> prior to submitting this application.

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.

Diversity, Inclusion and Racial Equity

First 5 San Francisco 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 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 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.

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.

This RFP supports a strategy area in transition. Funders anticipate implementation of an updated strategy encompassing the requested services in the near future.

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 its funding sources.

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

Solicitation Schedule and Limitation on Communication

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.

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

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancellation 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.

Application Submission

The application submissions for this RFP will be electronic only.

All forms and attachments will also be submitted via this Survey Monkey. The forms can be downloaded at www.first5sf.org.

Applicants are advised to review the full RFP document and understand its contents, most of which are NOT included in this introductory section.

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.

Attachment Submission

Upload all attachments via this online application 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.

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.

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.

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.Aoki@first5sf.org

Section 1: Coversheet and Contact Information

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

1. Please check this box to indicate that this is a valid application submission. All applications with this box not checked or with apparent "dummy" or "test" information will be deleted at the end of each day up until application deadline in order to maintain a clean submission list.

This is a valid application submission. Do not delete.

* 2. Name of Applicant/Organization

* 3. Applicant Primary Contact Person Name

* 4. Primary Contact Person Email

* 5. Primary Contact Person Phone Number (please use xxx-xxx-xxxx format)

6. Applicant Secondary Contact Person Name

7. Secondary Contact Person Email

8. Secondary Contact Person Phone Number (please use xxx-xxx-xxxx format)

* 9. Entity type - please select one response that is best fit. (This will not factor into minimum eligibility or scoring; it is only for organizational purp

Other (please specify)

Section 2: Verification of Minimum Eligibility

Provide complete responses to verification questions, including Physical Presence in a state eligible for contracting with City and County of San Francisco, confirmation of willingness to pursue City-Approved Vendor Status.

* 10. Physical Address: Applicant must have a physical address in state eligible to contract with the City and County of San Francisco.

Address

Address 2

City/Town

State/Province

ZIP/Postal Code

11. If located outside of San Francisco County, please briefly affirm willingness and describe capacity to provide in-person services in San Francisco county.

* 12. Is your organization/entity currently a City-approved supplier/vendor?

Yes

No

13. If yes, please enter City-approved supplier/vendor ID.

14. If no, please use this check box to confirm that applicant is willing to become a City-approved supplier/vendor within 30 days of award notice.

Applicant confirms willingness to become a City-approved supplier/vendor within 30 days of award notice and understands that a final contract cannot be executed without a city-approved supplier/vendor number.

* 15. Application Required Attachment B: Attestation for lead agency compliance with RFP minimum qualifications as described in the RFP. Print, sign, scan and label as "Agency Name Attachment B -Minimum Qualification Attestation".

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Section 3a: Agency Experience & Staffing Qualifications

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 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.

* 16. Briefly describe the staff proposed to be funded by this RFP. Note the funded activities they would perform and their experience and qualifications. Note any leveraged resources or experience available to support the funded staff. (up to a half page)

* 17. Describe agency and staff work and efforts to ensure implementation of agency/project activities to advance racial equity and address structural racism. (Up to half a page)

Section 3b: Experience Providing Training (25 points)

Describe your approach to, and, if applicable, current activities to provide training and technical assistance to family service providing organizations.

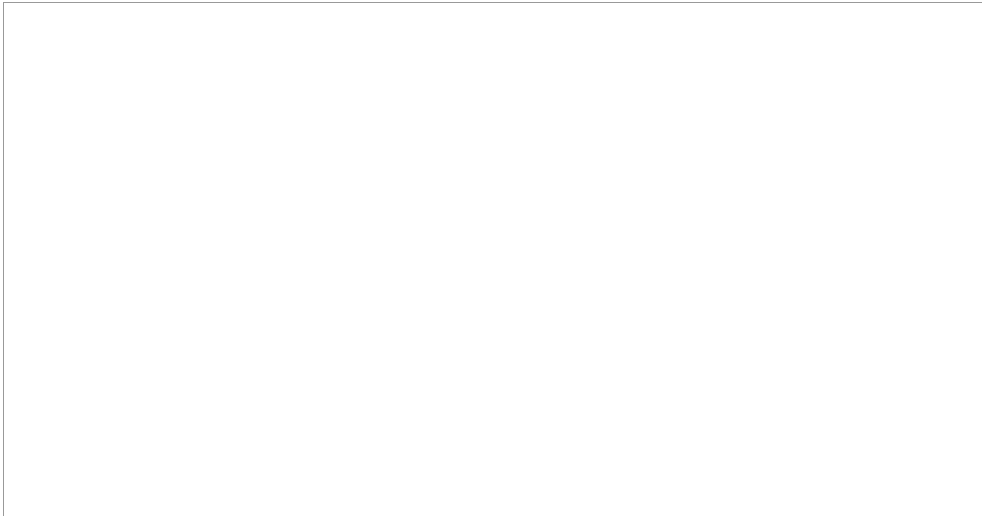
* 18. Describe your training curriculum, rationale for current topics and approaches, if proposed to be ongoing, and/or how the program of topics and curriculums would be identified for future training and technical assistance activities. (up to half a page)

* 19. Describe the training and technical assistance capacity of your agency and staff in terms of: numbers of training sessions, scope of training offerings, scope of training modalities, series and number of trainees that can be accommodated and other dimensions that would describe training capacity and scope. Describe any planning/ramp up time be needed to initiate trainings in fy22/23. (up to 2 pages)

* 20. Describe your experience integrating conceptual frameworks – Family Support Principles of Family Support America; 5 Protective Factors of the Center for the Study of Social Policy; child development (especially of the 0 -5 year old child); and diversity, equity and inclusion, and other frameworks – into training curriculums and discussions. (up to 1 page)



* 21. Describe your activities and accomplishments in providing training and technical assistance to family service providing organizations seeking to enhance the quality of their service provision. Describe the components of your trainings that assure they will lead to practice change and quality improvement. (up to half a page)



* 22. Describe your process to assure the relevance of training topic offerings, quality of training methods and assure training facilitates improved provide knowledge and service implementation. (up to half a page)



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

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

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

* 23. Describe any activities your agency has completed or performs that demonstrate an ability to engage leadership positions in human services and family support agencies to convene to collectively define challenges and set priorities. (up to half a page)

* 24. Given the desire to enhance this initiative's effort to develop a provider network and build awareness of the family support field – provide a brief assessment of the challenges to such an effort and the activities that could be implemented to overcome these challenges. (up to half a page)

* 25. 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".

 No file chosen

Describe your capacity to convene and build relationships among front line direct service staff.

* 26. Describe any activities your agency has completed or performs that demonstrate an ability to engage front line direct service staff to develop inter-agency relationships that foster awareness of resources and service/resource referral connections. (up to half a page)

Experience evaluating the impact of services provided (10 points) - up to 1 page

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

* 27. Describe evaluation activities regarding training and technical assistance efforts conducted by your agency, specifically how quality improvement impact is measured. (Up to half a page)

* 28. Describe findings from evaluation activities regarding quality enhancement and coordination and collaboration efforts among family service providers that resulted from activities conducted by your agency. Include any specific practice change/adoption outcome measures that were assessed. (up to half a page)

Governance (15 points) – up to 1 page & organizational chart attachment (optional)

Describe the governance structure representative of broad family support field that will provide oversight to RFP activities.

* 29. Describe the administrative and program oversight bodies that will provide governance to RFP activities – the role of the bodies, membership/representation and processes to fulfill their assigned role. If applicable and available, identify individuals fulfilling oversight roles by name, oversight role, organizational affiliation and title. (up to 1 page)

30. 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”

Choose File

Choose File

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Fiscal & Budget (15 points) – up to .5 page plus requested forms

Demonstrated ability to generate revenue from activities likely to be funded by this RFP

* 31. Describe your achievements and capacity to raise funds for the activities requested by this RFP or other activities. (up to half a page)

* 32. 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"

Choose File

Choose File

No file chosen

Section 4: Staffing Expertise and Qualifications

Space has been provided below to demonstrate the specific experience and qualifications of core project staff. At a minimum please include one key staff of project. Experience and qualifications of project staff should also match content areas of expertise, modalities and settings selected in the previous sections.

* 33. Key Staff of Project 1 (upload resume at end of section)

First and Last Name

Title

Brief Description of Role and Qualifications

34. Please use this space to provide additional detail on qualifications for Key Staff 1.

35. Key Staff of Project 2 (upload resume at end of section)

First and Last Name

Title

Brief Description of Role and Qualifications

36. Please use this space to provide additional detail on qualifications for Key Staff 2.

37. Key Staff of Project 3 (upload resume at end of section)

First and Last Name

Title

Brief Description of Role and Qualifications

38. Please use this space to provide additional detail on qualifications for Key Staff 3.

39. Key Staff of Project 4 (upload resume at end of section)

First and Last Name

Title

Brief Description of Role and Qualifications

40. Please use this space to provide additional detail on qualifications for Key Staff 4.

41. Key Staff of Project 5 (upload resume at end of section)

First and Last Name

Title

Brief Description of Role
and Qualifications

42. Please use this space to provide additional detail on qualifications for Key Staff 5.

* 43. Please provide a detailed response of staff/specialists' articulated racial equity stance and demonstrated ability to provide linguistically, ethnically, and culturally concordant training and technical assistance to San Francisco's diverse workforce. Include personal, lived, and/or professional experience with Black, Indigenous, People of Color and other historically marginalized and oppressed populations. Include also demonstrated experience and ability to challenge racism in all its forms, as well as understanding of the impact of systemic racism and its effects in the early childhood system.

* 44. 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 "

No file chosen

Signature Page

* 45. 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".

Choose File

Choose File

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Optional Financial Attachments

Use the questions below to upload the listed additional financial attachments if applicable. Attachments should be labeled accordingly and uploaded in PDF format.

46. IRS 501(c)(3) Letter of Determination - Optional Attachment C

Please put into PDF and label as "Optional Attachment C - IRS 501(c)(3) Letter of Determination with Applicant Name".

No file chosen

47. Form 990 - Optional Attachment D

Please put into PDF and label as "Optional Attachment D - Form 990 with Applicant Agency Name".

No file chosen

48. Most recent audited financial statement - Optional Attachment E

Please put into PDF and label as "Optional Attachment E - Audited Financial Statement with Applicant Name".

No file chosen

49. Global agency budget - Optional Attachment F

Please put into PDF and label as "Optional Attachment F - Global Agency Budget with Applicant Name".

No file chosen

Final Submission Confirmation

Thank you for completing this application. Please check the box below to confirm your application is complete and accurate and should be considered as a final submission.

* 50. Submission Confirmation

This application is complete and accurate and can be confirmed as a final submission.