



# City and County of San Francisco Adult Probation Department



## REQUEST FOR QUALIFICATIONS (RFQ)

### Housing and Supportive Services

RFQ# APD2019-02

CONTACT: Elisa Baeza, [elisa.baeza@sfgov.org](mailto:elisa.baeza@sfgov.org)

#### Background

The San Francisco Adult Probation Department (“APD”) supervises adult offenders on probation, post-release community supervision, and mandatory supervision; and it provides reports to the Superior Court to inform sentencing decisions. APD’s commitment to “Protecting the Community, Serving Justice, and Changing Lives” is achieved by the implementation and use of evidence-based practices supervision models in collaboration with the Courts, District Attorney, Public Defender, Community-Based Organizations, Reentry Council, Sheriff, Police, and other City Departments. The goal of APD is to reduce victimization, improve outcomes and break the inter-generational cycle of incarceration.

The Reentry Division of Adult Probation administers a large portfolio of reentry services ranging from oversight of the Community Assessment and Services Center (CASC), to an in-custody pre-release program, and post-release services including employment, education, mentoring, and a wide range of housing services. The Reentry Division collaborates with city, community and private partners to strengthen the reentry safety-net for people with criminal histories

APD invites responses from qualified nonprofit organizations to provide housing and supportive services to individuals under APD supervision and other justice-involved individuals, ages 18 and older, who are residents San Francisco.

Other City Departments and other public safety agencies may utilize the results of this competitive Solicitation (see Administrative Code section 21.16(c).) in accordance with their laws, rules, and regulations.

Each Respondent must demonstrate that it meets the Minimum Qualifications described in RFQ Attachment 2 to be considered.

#### Schedule\*

RFQ Issued	July 2, 2019
RFQ Questions Deadline (12:00 pm PT)	<b>July 10 9</b> , 2019
RFQ Answers and Clarification Available	July 12, 2019
Response Package Deadline (12:00 pm PT)	<b>August 5, 2019</b> <del>July 23, 2019</del>
Notice of Pre-Qualification Release	<b>August 19 9</b> , 2019

**Estimated Available Funds:** The projected annual amount is \$15,000,000 and is contingent on total funds available and contract negotiations.

**Desired Start Date:** 09/01/2019

**Estimated Grant Term:** Respondents pre-qualified under this RFQ will remain eligible for consideration for contract negotiations on an as-needed basis for two (2) years from the Pre-Qualification Notification date. Firms pre-qualified under this RFQ are not guaranteed a grant.

Grant term shall be for two (2) years with an option to extend the term for an additional three (3) years, subject to City approval, for a total of five (5) years. APD has the sole, absolute discretion to exercise this option, and reserves the right to enter into grants of a shorter duration. At its sole discretion, APD may make multiple awards.

#### Contract Monitoring Division Local Business Enterprise (“LBE”) Subcontracting Requirement:

There is no local business enterprise (“LBE”) subcontracting goal for this RFQ or the contract awarded from this RFQ. LBEs are strongly encouraged to submit responses and will receive bonus points in accordance with RFQ Section 4.3 Part 4. and Attachment 4.

**RFQ Questions and Communications** Interested parties are directed NOT to contact any employees, agents, or officials of the City other than those specifically designated in this RFQ and its attachments.

Email questions to [elisa.baeza@sfgov.org](mailto:elisa.baeza@sfgov.org) by the RFQ Questions Deadline.

Check the [Adult Probation Department website](#) for latest schedule.

No questions will be accepted after the RFQ Questions Deadline with the exception of City vendor compliance questions.

\*Dates are subject to change.

# 1. Introduction

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## 1.1 Definitions

General terms used in this Request for Qualifications (RFQ) are defined as follows:

<b>CASC:</b> Community Assessment and Services Center, a Reentry Service of APD.
<b>Case Manager:</b> A case manager coordinates mental health, social work, educational, health care, vocational, housing, transportation, advocacy, respite care, and recreational services, as needed. The case manager makes sure that the changing needs of the client/consumer and family are met.
<b>City:</b> City and County of San Francisco; for this Program, will consist of the Adult Probation Department (APD).
<b>Clean and Sober:</b> A transitional housing environment that strives to be free of drugs and alcohol.
<b>Client:</b> Individuals referred by APD and under APD supervision or meets the definition of justice involved.
<b>Emergency Housing:</b> Short-term emergency shelter for a pre-determined maximum number of days to adults experiencing homelessness in San Francisco.
<b>DPO:</b> Deputy Probation Officer of the San Francisco Adult Probation Department.
<b>Gender Responsive:</b> Gender-specific services to target populations.
<b>Grantee:</b> Organizations awarded an agreement for services through this RFQ.
<b>Justice Involved:</b> Adult individuals who have been involved in the justice system or under the supervision of local probation, state parole, or federal probation.
<b>Rental Subsidy:</b> Financial assistance in the form of a shallow or temporary subsidy provided to eligible Clients to support them in making the transition from homelessness or transitional housing to permanent housing.
<b>Respondent:</b> Nonprofit organization submitting a response package to this RFQ.
<b>APD:</b> Refers to the City and County of San Francisco Adult Probation Department. Also referred to as ADP or SFAPD.
<b>Supportive Services:</b> May include educational (e.g., GED), workforce development, mental health, medical, etc.
<b>Transitional Housing Program:</b> Temporary housing intended to stabilize clients and facilitate the movement of homeless or unstably housed individuals to permanent housing.
<b>TAYA:</b> Transitional Age Young Adults.
<b>TGNC:</b> Transgender & Gender non-Conforming People.
<b>Supplier:</b> Nonprofit organization submitting a response package to this RFQ. Also referred to "Supplier."

## 1.2 Intent of this RFQ

The City and County of San Francisco (“City”) Adult Probation Department (“APD”) seeks response packages from nonprofit organizations able to **provide housing and supportive services to individuals under APD supervision and other justice-involved individuals, ages 18 and older, who are residents San Francisco.**

It is the intent of APD to execute grant agreements with nonprofit organizations to perform the services described in Section 2 of this RFQ. Any grant agreement resulting from this RFQ will have an original term of two years with an option to extend the term for an additional three-year term, for a total of five years. Depending upon availability of funds, the not-to-exceed annual amount for all the grant agreements, combined, resulting from this RFQ shall be \$15,000,000.

There is no guarantee of a minimum amount of work or compensation for any of the Respondents selected for pre-qualification. APD may select Respondents from the pre-qualified pool in its sole and absolute discretion.

Pre-qualified Respondents must demonstrate specialized knowledge, expertise, and state-of-the-art techniques that are beyond the capabilities of the City’s staff and resources. APD will create a pre-qualified pool of non-profit service providers with experience providing housing services to a high needs justice involved population.

To make its pre-qualification determination, Respondent qualifications, including prior project description information, firm and staff qualifications, proposed budget, and other information, as described herein, will be evaluated.

Any City department may utilize the results of this RFQ.

## 1.3 Background of APD

The San Francisco Adult Probation Department (APD) is an integral partner in the City’s criminal justice system. APD contributes to public safety by supervising clients placed on probation, post release community supervision and mandatory supervision, providing reports to the Superior Court to inform sentencing decisions, and supporting victims of crimes by providing information about their rights. APD’s goal is to reduce victimization, improve outcomes and break the inter-generational cycle of incarceration.

APD supervises adult offenders on court-ordered adult probation supervision, mandatory supervision, post release community supervision, and diversion programs. Supervision of each client is tailored to reflect their public safety risk and is informed by completion of a nationally validated assessment tool, Correctional Offender Management Profiling and Alternative Sanctions (COMPAS). COMPAS assesses both the client’s risk of reoffending and their needs that relate to criminal activity. APD matches clients with appropriate treatment programs, housing, and other services, and assists them with developing the skills needed to live crime-free and productive lives.

APD strives to create an environment in which staff and clients alike have access to culturally and linguistically appropriate services and opportunities. Through its policies, practices, and operations APD demonstrates respect, awareness, and appreciation of clients’ and staff’s beliefs, practices, traditions, religions, history, languages, and criminal histories.

## 2. Scope of Work

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### 2.1 General Information

The scope of work described below is intended as a general guide to the work APD expects to be performed, and is not a complete listing of all services that may be required or desired.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for previous and future survey projects, the selected Respondent's findings and data gathered may be shared by the City with other City grantees or contractors, as deemed appropriate by the City.

APD seeks Responses from nonprofit organizations with expertise in providing: ***Housing and supportive services to individuals under APD supervision and other justice-involved residents San Francisco.***

### 2.2 Description of Services

#### A. Target Population

Individuals under APD supervision, and other justice-involved individuals, ages 18 and older, who are San Francisco residents.

Specialized justice involved populations may include:

- Transitional Age Young Adults (TAYA)
- Transgender Non-Conforming (TGNC)
- Women's Gender Responsive (WRG)
- Senior Housing
- Mental Health Housing

#### B. Program Requirements

1. Preferably, the respondent may have site control of a building that has a current master lease or block rental agreement at the time of this response. APD may consider applications from agencies without a block rental or master lease, but the applicant must demonstrate a clear pathway to securing a dedicated site.
2. Provide housing and supportive services to individuals under APD supervision and other justice-involved individuals, ages 18 and older, who are San Francisco residents for a period ranging from 3 to 12 months, or longer contingent on a client's progress and needs.
3. Housing and supportive services for justice-involved clients may include, but are not limited to, clean and sober transitional housing, a rental subsidy program, or other innovative housing services for justice-involved adults.
4. Provide safe and clean, interior and exterior areas, which include access to kitchen facilities, common rooms, linens, dresser, closet, bathroom/shower facilities, and laundry facilities.
5. Conduct an intake and assessment of all new participants.
6. Ability to collaborate with the CASC's service provider and work closely with the client's case manager and DPO to address the criminogenic needs of clients and random drug testing for all clients participating in APD-funded housing.
7. Assist all new clients in creating a CHANGES 311 reservation profile at one of the City's

reservation sites.

8. Ensure participants enroll in benefits programs such as County Adult Assistance Program (CAAP), Personal Assisted Employment Services (PAES), CalFresh, Medi-Cal, etc.
9. Assist clients with permanent housing search, completing housing applications, and tracking all submitted housing applications, and placement into permanent housing.
10. Have a 24 hour a day, 7 day a week facility manager or other program staff that is available to respond to a facility and client needs.
11. Have the ability to implement and monitor a rental subsidy component, which assists clients transitioning to permanent housing with move-in costs and possibly a short-term subsidy.
12. Compliance with the Mayor's Office of Disability
13. Compliance with all applicable local, state and federal building, sanitation, health, safety and fire codes, as well as City and County zoning and use ordinances.
14. Commit to being part of the City and County of San Francisco's racial equity goals by including information in your proposal on how your proposed work meets the needs of vulnerable populations in San Francisco and helps to advance racial equity.

### **C. Outcome and Objectives**

- 1) Reduce Homelessness
- 2) Program occupancy shall not drop below 80%.
- 3) Exit to permanent/stable housing.

### **2.3 Additional As-Needed Services**

Subject to APD's approval, the agreement(s) awarded under this RFQ may be amended in accordance with City requirements to include APD-requested as-needed assistance from the Grantee that is related to the services described in this RFQ. The scope and cost of as-needed services will be determined and negotiated by APD.

## **3. Pre-Submission Information**

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### **3.1 Questions Deadline.**

**Questions or requests for interpretation** will only be accepted by e-mail to [elisa.baeza@sfgov.org](mailto:elisa.baeza@sfgov.org) until the RFQ Questions Deadline indicated in the cover page of this RFQ.

Agency questions about compliance with the City's supplier requirements may still be asked and answered by the contacts designated in this RFQ. There is no deadline to submit questions related to compliance with the City's supplier requirements

### **3.2 RFQ Answers and Clarifications.**

A summary of the clarifications, questions and answers pertaining to this RFQ will be posted on the San Francisco City Partner website: <https://sfcitypartner.sfgov.org/pages/index.aspx>

## **4. Submission Requirements**

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#### 4.1 Time and Place for Submission of Response Packages

Response packages and all related materials must be received by **Response Deadline** indicated in the cover page of this RFQ. Response packages must be mailed to:

*Elisa Baeza  
Adult Probation Department  
880 Bryant Street, Rm. 200  
San Francisco, CA 94103*

Postmarks will not be considered in judging the timeliness of submissions. Response packages submitted by e-mail or fax will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Note that Respondents hand-delivering response packages may be required to open and make packages accessible for examination by security staff. APD physical address to hand-deliver response packages is:

*Adult Probation Department  
850 Bryant Street, Rm. 200  
San Francisco, CA 94103  
c/o Elisa Baeza*

#### 4.2 Response Package

The following items must be included in your response and packaged in an envelope clearly marked **RFQ#APD2019-02 Housing and Supportive Services**.

Complete, but concise responses are recommended for ease of review. Response packages should provide a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of the RFQ. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled, and organized in a clear and logical fashion so that response package readers can easily understand information. All documents must be submitted on recycled paper (30% or higher) and must be printed on double-sided pages (San Francisco Environment Code Sec. 506 (h)). As long as Response packages adhere to the page limit indicated for each Attachment, Response Packages can be single or double spaced. Respondents should use a simple font such as Arial or Times New Roman.

- A. Original Printed Response Package (WITH ORIGINAL SIGNATURES) Labeled as "Original."**
- B. One (1) flash drive or CD-ROM containing entire contents of Response Package, including all Attachments.** The flash drive or CD-ROM, and each of the electronic files on the flash drive or CD-ROM, must be labeled with the Respondent's name and RFQ#APD2019-02. All files should be submitted in unprotected PDF (must be writeable, not just read-only) or Microsoft Word format to enable editing during agreement negotiations.
- C. Three (3) complete printed copies of Response Package labeled as "Copy."**

#### 4.3 Submission Content

Organizations interested in responding to this RFQ MUST SUBMIT THE FOLLOWING INFORMATION, IN THE ORDER SPECIFIED BELOW. All response packages for funding must be developed using the format below. This is necessary so that all response packages can



receive fair and equal evaluation. *Response packages not following the required format will not be considered for funding.* Information must be at a level of detail that enables effective evaluation and comparison between response packages by the Evaluation Panel.

**Submission must include the following:**

- a) **Cover Page**
  - Use Attachment 1 (1-page limit)
- b) **Minimum Qualifications/Prior Project Description**
  - Use Attachment 2 (4-page limit)
- c) **Project Narrative and Estimated Budget**
  - Use Attachment 3 (12-page limit)
- d) **Agency and Staff Qualifications**
  - Use Attachment 4 (4-page limit)
- e) **Local Business Enterprise (LBE) Certificate of Proof, if applicable.**
  - Use Attachment 5 (2-page limit)

## **5. Response Package Evaluation and Selection**

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This section describes the criteria that will be used for analyzing and evaluating the Response Packages. This Request for Qualifications does not in any way limit APD's right to solicit contract agreements for similar or identical services if, in APD's sole and absolute discretion, it determines the Response Packages are inadequate to satisfy its needs. APD reserves the right not to award any contract agreement under this Request for Qualifications.

### **5.1 Minimum Qualifications**

Any Response Package that does not demonstrate that the Respondent meets the Minimum Qualifications by the Response Package deadline will be issued a notice of non-responsiveness and will not be evaluated or eligible for contract award under this Solicitation.

To meet the minimum qualifications and be deemed eligible for response evaluation, each Respondent must submit and verify the following (See Attachment 2):

- a) Respondent is a 501(c)(3) Non-profit organization;
- b) Respondent must provide details of two (2) Projects that have been operational for a minimum of three (3) consecutive years within the past five (5) years that have provided housing and supportive services to client populations similar to those described in Section 2.2 of this solicitation (e.g., individuals who are under the supervision of APD).

### **5.2 Evaluation Process**

Response Packages that meet the Minimum Qualifications will be evaluated on a 100-point scale by an independent evaluation panel. The panel of reviewers will be responsible for evaluating and scoring responses based on agency's qualifications and demonstrated capacity to deliver services, and proposed services/program model. Thereafter, the panel of reviewers and APD staff will make a recommendation for pre-qualification.

**In order to be pre-qualified, Response Packages must receive a total score that is at or above 70 points.**

### **5.3 Response Evaluation Criteria (100 Points)**

Response Packages that have been deemed to meet the Minimum Qualifications will be evaluated and scored based on the following evaluation criteria:

The maximum points any response to this RFQ can earn is 100. Response Packages must earn a minimum of 70 points to be considered for award selection by APD. APD may in its sole discretion select any Proposer that has achieved a minimum of 70 points.

Each of the below sections will be reviewed and score based on the appropriateness of the response to the questions in each section. Below is a breakdown of the scores possible in each section.

**a) Minimum Qualifications/Prior Project Description (Pass/Fail)**

- Use Attachment 2 (4-page limit)

**b) Project Narrative and Estimated Budget (75-Points)**

- Use Attachment 3 (12-page limit)

**c) Agency and Staff Qualifications (25-Points)**

- Use Attachment 4 (4-page limit)

**e) Local Business Enterprise (LBE) Certificate of Proof, if applicable (5-Points)**

- Use Attachment 5 (2-page limit)

### **5.4 Pre-Qualification List Determination**

Respondents who score at or above 70 points of the 100 possible points for their written Responses will be qualified to participate in potential contract award negotiations with APD during a period of two (2) years from the Pre-Qualification List Notification date. There is no numerical limit to the number of agencies that may be listed on the Pre-Qualification List Notification.

Upon APD's conclusion of its Response Package evaluation process, pre-qualified Respondents will be provided with a Pre-Qualification Notification.

### **5.5 Selection for Contract Negotiations and Limitations**

The selection of any Respondent for contract negotiations shall not imply acceptance by APD of all terms of the Response Package, which may be subject to further negotiation and approval. If a satisfactory contract agreement cannot be negotiated in a reasonable time with the highest scoring Respondent, then APD, in its sole discretion, may terminate negotiations and begin agreement negotiations with the next highest scoring Respondent. APD reserves the right at any time to approve, disapprove, or modify proposed plans, timelines and deliverables, if all modifications are within the scope of services sought by this Solicitation.

APD may select pre-qualified Respondents for contract negotiations without additional selection processes.

Pre-qualified Respondents may be asked to respond to requests for quotes, requests for proposals or other competitive processes for specific scopes of work to ensure APD receives the best value. Pre-qualified Respondents may be subject to reference checks and/or interviews prior to APD selection for contract negotiations.

If reference checks are needed by APD to confirm Respondents' experience, APD will use references listed on Attachment 6—Contract Reference to verify the quality of staffing provided to prior clients,



adherence to schedules/budgets, problem-solving capabilities, project management capabilities, and the quality of deliverables and outcomes.

## **5.6 Additional Selection Terms and Conditions**

The selection of any Respondent for contract negotiations shall not imply acceptance by APD of all terms of the Response, which may be subject to further negotiation and approvals. If a satisfactory contract cannot be negotiated in a reasonable time with the selected Respondent, then APD, in its sole discretion, may terminate negotiations and begin contract negotiations with any other pre-qualified Respondent. APD reserves the right at any time to approve, disapprove, or modify proposed plans, timelines and deliverables, provided that all modifications are within the scope of services sought by this RFQ.

If the selected Respondent fails to deliver the goods, services, or deliverables within the negotiated contract and the negotiated contract timeline or if the selected Respondent fails to meet APD's acceptance criteria stated in the negotiated contract during the initial term of the contract, APD reserves the right to terminate the contract and begin contract negotiations with, and award a new contract to, any other pre-qualified Respondent without initiating a new solicitation process.

## **6. Terms and Conditions for Receipt of Qualifications**

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### **6.1 Errors and Omissions in RFQ**

Respondents are responsible for reviewing all portions of this Request for Qualifications. Respondents are to promptly notify the Department, in writing, if the Respondent discovers any ambiguity, discrepancy, omission, or other error in the Request for Qualifications. 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 Response Packages. Modifications and clarifications will be made by addenda as provided below. Notifications should be sent to the contact person listed in this Request for Qualifications.

### **6.2 Inquiries Regarding RFQ**

Inquiries regarding the Request for Qualifications and all oral notifications of intent to request written modification or clarification of the Request for Qualifications, must be directed in accordance with this Request for Qualifications schedule to:

Elisa Baeza  
Finance and Administrative Services Division  
San Francisco Adult Probation Department  
850 Bryant Street, Room 200  
San Francisco, CA 94103  
[elisa.baeza@sfgov.org](mailto:elisa.baeza@sfgov.org)

## 6.3 Protest Procedures

### A) Protest of Pre-Qualification Determination

Within five business days of the City's issuance of a notice of pre-qualification, any respondent that has submitted a proposal and believes that the City has incorrectly determined that its proposal is not qualified may submit a written notice of protest. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the respondent, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### B) Delivery of Protests

All protests must be received by 5:00 p.m. on the due date by email or mail (e.g., within five business days of the City's issuance of a notice of pre-qualification). If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or fax will not be considered. Scanned signed protest may be submitted via email to [elisa.baeza@sfgov.org](mailto:elisa.baeza@sfgov.org). Letters transmitted electronically must be sent in PDF format and be signed by an individual authorized to negotiate or sign agreements on behalf of the submitting organization.

If the City determines that a meeting with the party submitting the protest is necessary, such meeting will be scheduled within ten (10) business days of the receipt of a protest to review and attempt to resolve the protest. If the City determines a meeting is not necessary to address the protest presented, the Respondent can anticipate a response letter from the City within 10 business days of submission of the letter of protest.

All protest determinations made by the Adult Probation Department are final.

Protest letters must be delivered to:

Elisa Baeza  
Finance and Administrative Services Division  
San Francisco Adult Probation Department  
850 Bryant Street, Room 200  
San Francisco, CA 94103

Or via email at: [elisa.baeza@sfgov.org](mailto:elisa.baeza@sfgov.org)

## 6.4 Change Notices

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

## **6.5 Revision of Response Package**

A respondent may revise a response package on the respondent's own initiative at any time **before the deadline** for submission of response packages. The respondent must submit the revised response package in the same manner as the original. A revised response package must be received on or before the response package due date.

In no case will a statement of intent to submit a revised response package, or commencement of a revision process, extend the response package due date for any respondent.

At any time during the response package evaluation process, the Department may require a respondent to provide oral or written clarification of its response package. The Department reserves the right to make an award without further clarifications of response packages received.

## **6.6 Errors and Omissions in Response Package**

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

## **6.7 Financial Responsibility**

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFQ. Submissions of the RFQ will become the property of the City and may be used by the City in any way deemed appropriate.

## **6.8 Respondent's Obligations under the Campaign Reform Ordinance**

Respondents must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a respondent is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the respondent is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract.

The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

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

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

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

## **6.9 Sunshine Ordinance**

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

## **6.10 Public Access to Meetings and Records**

If a respondent is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the respondent must comply with Chapter 12L. The respondent must include in its Response Package (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to respondent's meetings and records, and (2) a summary of all complaints concerning the respondent's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the respondent shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in respondent's Chapter 12L submissions shall be grounds for rejection of the Response Package and/or termination of any subsequent Agreement reached on the basis of the Response Package.

## **6.11 Reservations of Rights by the City**

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

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Qualifications;
4. Prior to submission deadline for Response Packages, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the Response Packages;
5. Procure any materials, equipment or services specified in this RFQ by any other means; or
6. Determine that no project will be pursued.

### **6.12 No Waiver**

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

## **7. Terms & Conditions for Receipt of Qualifications**

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### **7.1 Standard Contract Provisions**

The successful respondent will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Attachment II. Failure to timely execute the agreement, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of an offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Respondents are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits; the Minimum Compensation Ordinance; the First Source Hiring Program; and applicable conflict of interest laws, as set forth in paragraphs B, C, D, E and F below.

### **7.2 Nondiscrimination in Contracts and Benefits**

The successful respondent will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at [www.sfCMD.org](http://www.sfCMD.org).

### **7.3 Minimum Compensation Ordinance (MCO)**

The successful respondent will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements.

For the amount of hourly gross compensation currently required under the MCO, see [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco). Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract. Additional information regarding the MCO is available on the web at [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco).

## **7.6 First Source Hiring Program (FSHP)**

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

## **7.7 Conflicts of Interest**

The successful respondent 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 respondent 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 respondent 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 respondent that the City has selected the respondent.



# Attachment 1. Cover Page

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At least one Respondent (or a person authorized to submit the application on behalf of the organization) must sign and submit the cover page that the representations made in the submission are true and accurate and that the organization is willing and able to perform the commitments contained in the Response Package.

NAME OF INDIVIDUAL OR FIRM:	
IF A FIRM, AUTHORIZED REPRESENTATIVE(S) NAME & TITLE:	
ADDRESS:	
PHONE/FAX#:	
EMAIL:	
FEDERAL EMPLOYER #:	
CITY/SUPPLIER ID #:	

**ONLY COMPLIANT CITY SUPPLIER FIRMS ARE ELIGIBLE FOR CONTRACT AWARD. PLEASE VISIT <https://sfcitypartner.sfgov.org/Vendor/BecomeSupplier> TO CONFIRM YOUR FIRM'S COMPLIANCE AND/OR TO GET THE COMPLIANCE PROCESS STARTED. FIRMS MUST BE BECOME CERTIFIED AND COMPLIANT CITY SUPPLIERS IN ORDER TO CONTRACT WITH THE CITY.**

Each Respondent, as part of its Response Package, must submit this document signed by at least one representative(s) authorized by the Respondent to make representations for the Respondent and to obligate the Respondent to perform the commitments contained in its Response Package.

Signature and acknowledgement of authorized representative(s):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Attachment 2. Minimum Qualifications and Prior Project Descriptions

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- Pass/Fail.
- 4-Page Limit (not inclusive of length of *Attachment 2* directions).
- Response Package must meet all submission requirements described in Section 4.
- All organizations submitting Response Packages must complete this page describing in detail how the Respondent meets the Minimum Qualifications, which are also listed in Section 5.
- Any Response Package failing to demonstrate the *submission requirements* and *minimum qualifications* will be considered non-responsive and will not be eligible for Response Package review or award of grant agreement.

## **Minimum Qualifications**

Address all Minimum Qualifications requirements as specified below, which are also listed in Section 5 of this Solicitation. To establish Minimum Qualification please respond to the following questions:

1) Is your organization a 501(c)(3) Non-Profit Organization?

- Yes - Please provide copy of your 501(c)(3) certification.**  
 **No**

2) Please provide two (2) prior project descriptions for projects that have been operational within the past five (5) years that have focused on providing clean and sober transitional housing and supportive services to clients who fall within the service area expectations described in Section 2.

- *Please respond using the following format:*

### **Prior Project Description Template**

<b>Prior Project Description #1</b>	<b>Project Name #1</b>
<b>Prior Project Client</b>	<b>Client Name (City, County, etc.)</b>
<b>Client Contact Information</b>	
<b>Timeline</b>	<b>Month/Year to Month/Year; Length of project beginning to end</b>
<b>Provider Key Personnel</b>	<b>Key Personnel</b>
<b>Project Annual Budget</b>	<b>\$0</b>

**Project Scope:** For what project/program did your firm provide clean & sober transitional housing and supportive services? During what years did you provide these services? Are you still providing these services? Provide sufficient information to give APD insight into the size/complexity and scope of the project/program. The Prior Project/Program must have been operational within the past five (5) years that have focused on providing clean and sober transitional housing and supportive services to justice involved individuals as described in the service area expectations in Section 2.

**[Insert response here:]**

<b>Prior Project Description #2</b>	<b>Project Name #2</b>
<b>Prior Project Client</b>	<b>Client Name (City, County, etc.)</b>
<b>Client Contact Information</b>	
<b>Timeline</b>	<b>Month/Year to Month/Year; Length of project beginning to end</b>
<b>Provider Key Personnel</b>	<b>Key Personnel</b>
<b>Project Annual Budget</b>	<b>\$0</b>
<p><b>Project Scope: Project Scope:</b> For what project/program did your firm provide clean &amp; sober transitional housing and supportive services? During what years did you provide these services? Are you still providing these services? Provide sufficient information to give APD insight into the size/complexity and scope of the project/program. The Prior Project/Program must have been operational within the past five (5) years that have focused on providing clean and sober transitional housing and supportive services to justice involved individuals as described in the service area expectations in Section 2.</p> <p><b>[Insert response here:]</b></p>	

## Attachment 3. Project Narrative and Estimated Budget

---

- 75-Points.
- 12-Page Limit (not inclusive of length of *Attachment 3* directions).
- Follow submission directions of Section 4.
- All agencies submitting response packages for funding must complete Project Narrative describing in detail how the responding agency will deliver the services defined in the Scope of Work (Section 2).

Following Section 2 of this solicitation and all services described therein, provide a detailed description of your firm's:

- 1) Specify your proposed approach and methodology for successfully completing the services required in Sections 2. If your program is specifically for a specialized population (TAYA, TGNC, Women's Gender Responsive) please describe those details in your response as well. Describe in detail:**
  - a) Your agency's approach to developing and/or implementing the program and describe your experience providing clean & sober transitional housing and supportive services to the target population.
  - b) Your agency's approach to meeting and managing the program components listed in section 2.
  - c) Your agency's approach to working collaboratively with the CASC's main service provider and offering supportive services
  - d) How your agency works with cultural competency, language access and ADA issues.
  - e) The complaint, concern and grievance process used to address participant concerns and how this information is shared with participants.
  - f) How the proposed scope of work meets the needs of vulnerable populations in San Francisco and helps to advance racial equity.
  - g) How the program solicits and utilizes client input regarding program design, service delivery, and oversight.
- 2) Describe your agency's proposed approach to meeting the program's outcomes and objectives listed in Section 2.**
- 3) Budget Estimate: Submit estimated services budget for the proposed services. Include a budget justification that provides APD and review panel with detailed information such as why costs are necessary and how they are calculated.**

# Attachment 4. Agency and Project Staff Qualifications

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- 25 points.
- 4-Page Limit (not inclusive of length of *Attachment 4* directions).
- Follow submission directions in Section 4.
- All agencies submitting response packages for funding must complete the Agency and Project Staff Qualifications.

## 1) Agency Qualifications

- a. Provide a statement listing all contracts (both public and private) relevant to services solicited through this RFQ, which have been completed by the applicant during the last three (3) years. Include:
  - i. the names of the contracting agencies, contact name, and phone number;
  - ii. the level of funding and the types of services provided;
  - iii. a brief statement detailing any failure or refusal to complete a contract, including details and dates.

## 2) Staff Qualifications

- a. Provide a description of the staff positions, along with qualifications and responsibilities for the proposed program and property management functions, that includes the following components:
  - An overview of the program and property management staffing structure.
  - Describe the types of training proposed for staff to support provision of the services described.
  - Describe supervision and management, or proposed services and operations.

## Attachment 5. Local Business Enterprise (LBE)

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- Bonus 5 points
- Only if applicable.
- 2-Page Maximum (not inclusive of length of *Attachment 5* directions).
- Follow submission directions in Section 4.

**There is no Local Business Enterprise subcontracting goal for this Request for Qualifications or resulting grant agreement(s). However, if a Respondent submits a certificate of proof of Local Business Enterprise (LBE) status, five (5) bonus points will be added to their final evaluation score.**

**Please attach your certificate of proof of LBE status to this sheet, if applicable.**