

**City and County of San Francisco
Human Services Agency**

**Request for Proposals #1011 for:
Food Empowerment Market Pilot**



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

February 22, 2022
March 1, 2022 at 1:30 p.m.
April 5, 2022 at 3:00 p.m.

Table of Contents

I.	INTRODUCTION AND SOLICITATION SCHEDULE	1
II.	SCOPE OF WORK	3
III.	SUBMISSION REQUIREMENTS	8
IV.	PROPOSAL EVALUATION CRITERIA	11
V.	PRE-PROPOSAL CONFERENCE AND AWARD	14
VI.	TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS	14
VII.	CITY'S SOCIAL POLICY REQUIREMENTS	18
VIII.	GRANT REQUIREMENTS	20
IX.	PROTEST PROCEDURES	22
X.	STANDARD FORMS	23
XI.	RFP COVER PAGE	25
XII.	PAGE NUMBER FORM	26
XIII.	BUDGET FORMS AND INSTRUCTIONS	28

Attachments

Attachment 1: Agreement for Professional Services (form G-100)

Attachment 2: Budget Forms

Attachment 3: Presentation at Food Security Task Force Regarding Food Empowerment Market

I. INTRODUCTION AND SOLICITATION SCHEDULE

A. Introduction

1. General

The City and County of San Francisco (the “City”) through its Human Services Agency (“SFHSA”) and the Community Food Coordination Group (“CFCG”) seeks proposals from non-profit organizations to pilot a Food Empowerment Market (“FEM”) as outlined in Ordinance 102-21 (Please see Attachment 3). Since the beginning of the COVID-19 pandemic, the Community Food Coordination Group has partnered with community-based organizations to address food insecurity which has been exacerbated during the pandemic. To align with the City’s vision of eliminating food insecurity throughout San Francisco, the Community Food Coordination Group continues to seek meaningful partnerships to increase food access for San Franciscans that are centered in dignity, equity and cultural humility.

The total available funding is estimated to be **\$5,000,000*** for one pilot FEM, and the grant term is tentatively from **June 1st, 2022, to June 30th, 2024**, subject to annual availability of funds, annual satisfactory grantee performance, and need.

**The \$5,000,000 anticipated grant amount includes the cost of leasing a space, food sourced for the market component, and the operational costs of the site.*

2. Background

This Request for Proposals (RFP) seeks a non-profit organization to work in collaboration with SFHSA’s Community Food Coordination Group and community stakeholders to pilot a Food Empowerment Market (FEM) in San Francisco. On July 20th, 2021, the San Francisco Board of Supervisors unanimously voted to pass the Food Empowerment [Ordinance 102-21](#) (the “Ordinance”); the Mayor signed it into law on July 30th, 2021.

A “Food Empowerment Market,” as outlined in the Ordinance, is intended to offer community members experiencing food insecurity a free or low-cost market to access food items including groceries and cooking supplies. The FEM is also intended to offer other services that may improve the community’s overall vibrancy and resiliency, such as job training opportunities and linkage to supportive programs and services.

The pilot shall be in *either* Supervisorial District 10 *or* Supervisorial District 11.

Districts 10 and 11 include neighborhoods classified by the United States Department of Agriculture (“USDA”) as food deserts that lack reliable access to grocery stores and food resources.¹ Situated within Districts 10 and 11 are zip codes 94112, 94124 and 94134, three of the lowest income neighborhoods in San Francisco. These three zip codes also have the highest number of CalFresh cases in San Francisco. This compounded with the effects of rising food costs and the economic downturn caused by COVID-19, make this area of the City a prime location for a FEM pilot. District 10 and District 11 have also been hit particularly hard during the COVID-19 pandemic with disproportionately high rates of infection among District 10 and 11 residents.

¹ Visit the of following URL and search for San Francisco to see which areas of District 10 and District 11 lack reliable access to grocery stores: <https://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas/>

3. Diversity, Inclusion, and Racial Equity

The San Francisco Human Services Agency is 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.

HSA is 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.

HSA seeks 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: organizational mission or inclusion statements; non-discrimination documents; community outreach plans; staff training activities on racial equity; and/or descriptions/data on the demographics of staff/program participants.

4. Selection Overview

The City shall award a grant 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 the 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.

B. Anticipated Term

The grant awarded pursuant to this Solicitation shall have a tentative term of **June 1, 2022 to June 30, 2024**, with the option to extend the term for a period of up to three (3) years, subject to annual availability of funds, annual satisfactory grantee performance, and need. SFHSA reserves the right to enter into grants of a shorter duration.

C. Anticipated Not to Exceed Amount

The total estimated annual funding for this RFP is **approximately \$5,000,000** for the grant term, which may increase or decrease depending on funding availability. The source of funding for these services is local funds. Payment for all services provided in accordance with provisions under this grant shall be contingent upon the availability of funds. The City shall not guarantee any minimum amount of funding for these services.

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	February 22, 2022
Pre-Proposal Conference	March 1, 2022 at 1:30 p.m. (Zoom)
Deadline for Written Questions	March 4, 2022 at 5:00 p.m.
Deadline to Submit Proposals	April 5, 2022 at 3:00 p.m.

E. Limitation of 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 Manager whose name appears in this Solicitation. Any attempt to communicate with any party other than the Contract Manager 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

The Ordinance identifies the following groups as eligible groups. For this pilot, the Grantee shall work with the Community Food Coordination Group (“CFCG”), to ensure that eligible residents of District 10 or District 11 are able to access the market and its various components. In general, the market seeks to serve community members who are low-income as defined by earning less than 300% of the Federal Poverty Level.

Per the Ordinance, eligible groups are those who are:

- Receiving public assistance, including programs such as CalFresh, Medi-Cal, CalWORKs; or
- A member of the undocumented community; or
- An occupant of a Residential Hotel unit; or,
- An individual ineligible for government assistance but affiliated with or sponsored by a San Francisco community based agency

In their proposal, Respondents should describe how they will determine and confirm client eligibility per the above guidelines, without placing undue burden on community members nor leading to a demeaning experience while accessing the market. Eligibility requirements may change during the grant term if approved by SFHSA.

II. SCOPE OF WORK

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. Respondents should use this description when designing their proposed programs. However, Respondents may suggest modifications and/or additions that will, in their estimation, make the program more feasible or effective. The description below outlines the key program elements and services the selected vendor(s) will provide.

A. Description of Services

This RFP seeks a nonprofit operator of the pilot site for a Food Empowerment Market, to be located within Supervisorial District 10 or District 11. A Food Empowerment Market is a facility which features the following components:

- (1) The facility has a free or low-cost food market for the distribution of donated or discounted food;
- (2) The facility has a free food delivery service for people who, by reason of their age, underlying health conditions, or other factors, would have difficulty accessing the market but do not receive groceries or meals delivered through other City-supported programs;
- (3) The facility has a community kitchen onsite or in partnership with an offsite community kitchen that teaches healthy cooking, restaurant skills, and culinary education, using, in whole or in part, the food and supplies available at the FEM;
- (4) The facility has cultural and linguistic competence in addressing food security, nutrition, and related issues; and,
- (5) The facility provides referrals to government and community social services addressing food security, nutrition, employment, and related issues.

While the Ordinance includes multiple components, Grantee shall work with the Community Food Coordination Group to operationalize components of the Food Empowerment Market in a phased approach depending on funding availability.² **The first phase of the Food Empowerment Market will include the free or low-cost food market component, which must be open to the community by November 2022.** However, if awarded the Grant, Respondent must have the capacity to ultimately implement each component of the Food Empowerment Market (as listed above in numbers 1 through 5) within the tentative grant term, ending June 30, 2024.

Respondents must submit an overall vision of site operations and structure in the Program Approach section of the proposal, as well as the following five plans: Community Engagement Plan, Site Selection Plan, Food Sourcing Plan, Client Experience Plan, and Partnership Plan. Respondents must include a proposed timeline of when each component of the Ordinance will be implemented with the free or low-cost food market as the first component to launch by November 2022. The timeline should also include how the feedback and lessons learned through the Community Engagement Plan will fold into the launch of each component. All costs described in the plans must be included in Respondent's budget submission.

1. Community Engagement Plan:

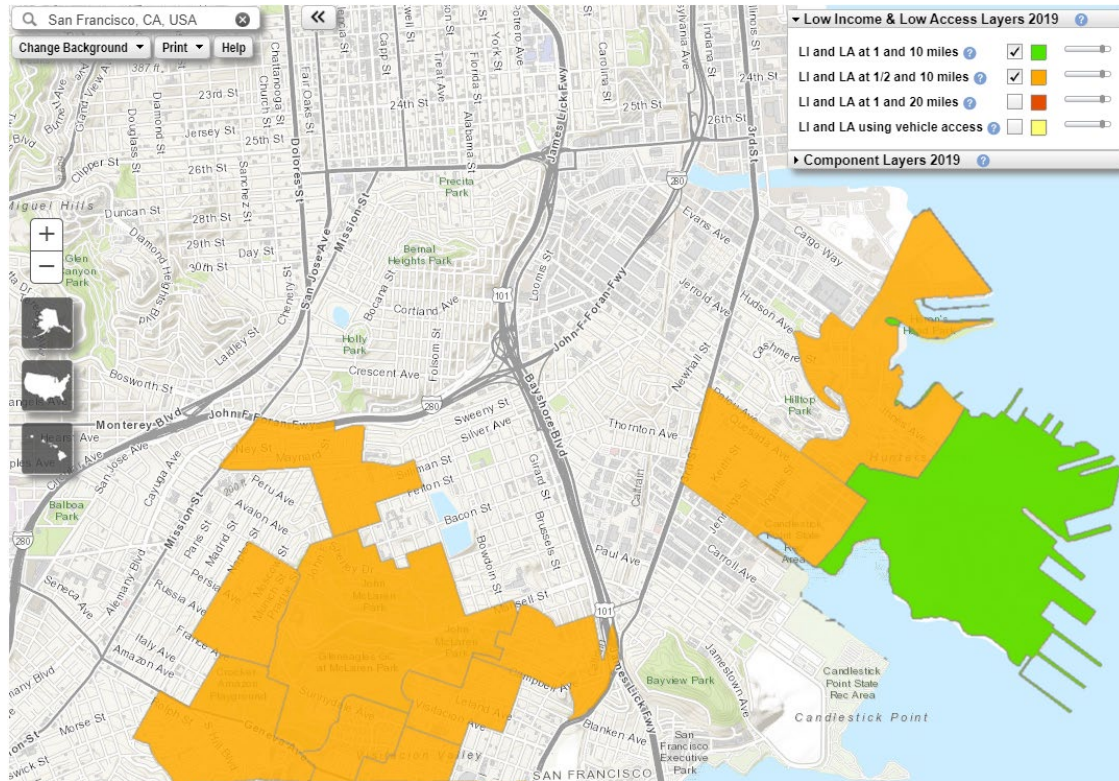
Respondents must outline how they intend to involve and engage community members in the planning and ongoing feedback loop of the FEM. This plan should include the Respondent's plan for outreach to the Target Population of the FEM. Grantee will work in collaboration with the Community Food Coordination Group and is expected to lead meaningful community engagement sessions with the residents of District 10 and/or District 11 in advance of implementation and to gather ongoing community feedback once the market has opened. Grantee is expected to incorporate the feedback of the community into the design and ongoing operations of the pilot FEM in order to build an accessible, welcoming and engaging market that reflects the community's priorities. This plan should include a hiring plan and proposed job

² Per the Ordinance, Grantee has up to two years after the award of the grant to open the community kitchen component.

description of the District Food Liaison along with Respondent’s plans to engage with a community advisory board.

2. Site Selection Plan:

Respondents must propose at least two and up to three **preferred sites** for the Food Empowerment Market that serve residents of one or more of the highlighted neighborhoods below and are in District 10 or District 11. The proposed sites do not need to be within the highlighted zones on the map, but they must be within approximately a half-mile of the orange and green highlighted zones.



Map of Southeast San Francisco showing regions with limited access to grocery stores. To view map online visit:

<https://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas/>

Proposed Site(s)

Each site proposed must include the following property information:

- Assessment on the accessibility of the site for community members who rely on public transit and for people with disabilities
- Square footage (Please list any deeded parking separately)
- Annual cost (including rent, utility estimates and any ancillary expenses)
- An estimate of any furniture, fixtures and equipment that are a part of the lease for each proposed site
- Current zoned usage
- Estimated time to delivery of site (how long until it is ready to be used as an FEM)

All sites proposed must be vacant by June 1, 2022 unless occupied by Respondent. If Respondent proposes a site(s) under their own site control, they must provide proof as a part of the proposal.

If a location not under site control of Respondent is proposed, Grantee is expected to enter a non-binding Letter of Intent for the FEM site to the owner/landlord within 15 business days of SFHSA notifying Grantee of approval of the site selection. Grantee is expected to enter into a formal Lease and/or Rental agreement with the owner/landlord within 30 days of owner/landlord accepting the terms of the Letter of Intent.

All proposed sites shall be subject to approval by the City, based on whether such site is appropriate for the services and target population intended by this pilot. Lease and/or Rental agreements for property or equipment should not be finalized until after this grant agreement is formally awarded. SFHSA is unable to reimburse Grantee for expenses made prior to award

3. Food Sourcing Plan:

Respondents must describe how food shall be sourced for the FEM, including how the Respondent will establish adequate food sourcing relationships by September of 2022. The initial target of the FEM is to serve at minimum 100 households per week through the free or low-cost food market component. The Plan should include what foods will be procured through donations, and what foods shall be purchased. The City encourages respondents to pursue cost-effective sourcing strategies, including a potential partnership with the San Francisco-Marin Food Bank and/or potential partnerships with food generators subject to California State Bill 1383, such as supermarkets and large-scale grocery stores.³ Respondents planning to partner with the SF-Marin Food Bank are encouraged to enter a Memorandum of Understanding with the Food Bank to demonstrate Respondent's willingness to comply with rules and policies related to receiving and distributing food items donated by the Food Bank.

4. Client Experience Plan:

Respondent must describe their vision for the client's experience within each component of the Food Empowerment Market and how the Respondent will ensure this vision for client experience is met during implementation. Respondent must include a plan for validating client eligibility that considers client dignity, ease of access, and technology solutions that could support this process, such as a membership card.

5. Partnership Plan:

Respondents must describe the potential collaborations with other organizations (both for profit and non-profit) and describe the responsibilities of each agency or subcontractor necessary to carry out the Respondent's vision of the Food Empowerment Market, including all its components. Respondents are encouraged to work with non-profits that are rooted in the community and have the capacity to serve the diversity of residents within District 10 or District 11. Respondents must include in their Partnership Plan a Letter of Intent from each proposed partnering organization. The five components of the FEM are outlined above at SCOPE OF WORK, Description of Services.

Please note, partnerships for each component of the Food Empowerment Market outlined in the Partnership Plan should not be finalized without the express input of the Community Food Coordination Group. Partnerships will be finalized during grant negotiations to potentially

³ According to SF Environment S.B 1383: "Effective January 1, 2022, SB 1383 requires certain food generators to prevent food from being landfilled or composted by increasing donations to food programs. The law is designed to reduce the production of methane, which contributes to climate change, and will help the state achieve its climate targets." Learn more here: <https://sfenvironment.org/SB-1383>

leverage existing, ongoing City and community-based resources. The acceptance and/or selection of any Proposal shall not imply acceptance by SFHSA of all terms of the Proposal, including collaborations proposed in the Partnership Plan, which may be subject to further negotiations and approvals before the City may be legally bound thereby.

Grantee shall also be required to continually work with the San Francisco Department of Public Health and Office of Economic and Workforce Development in order to support the job training and nutrition education opportunities of the FEM. Grantee shall also be required to partner with the Department of Disability and Aging Services (DAS) and the Human Services Agency (HSA) in order to provide outreach, eligibility screening and referrals to the appropriate City departments. As such, Grantee must demonstrate a history of successfully partnering with City departments and a willingness to work with the CFCG to carry out impactful programming.

B. Objectives

Respondents should state in measurable, quantifiable terms the service and outcome objectives they will achieve in providing these services. The major purpose of objectives is to measure quantity, quality, and impact of services. In measuring these areas, a balance should be created between the value of the information and the time/effort required to collect the information.

1. Service Objectives

As a part of the proposal, the respondent will be required to develop service objectives that demonstrate and measure the quantity and reach of services. **In addition to service objectives proposed by the Respondent, the grant's service objectives shall include but are not limited to:**

1. Number of active members by March 1, 2023: 1,000 at minimum.
2. Number of community members utilizing the food market component each week by June 30, 2023: 200 at minimum.

2. Outcome Objectives

As part of the proposal, Respondents are required to develop specific outcome objectives that demonstrate and measure the impact, outcomes, or results of services. The outcome objectives listed below are examples and not exhaustive. Both quantitative and qualitative analysis shall be applied to measure program efficiency and effectiveness. **In addition to outcome objectives proposed by the Respondent, the grant's outcome objectives shall include but are not limited to:**

1. 90% of customers who use the market will report through anonymous survey that they had a dignified experience at the market
2. 85% of the customers who use the market will report through anonymous survey that they are satisfied with the selection and quality of food items at the market
3. 85% of customers who use the market will report through anonymous survey that access to the market has decreased their food insecurity

Because this is a pilot program, service and outcome objectives will be adapted throughout the grant term. The Community Food Coordination Group reserves the right to alter the service and outcome objectives by notifying the Grantee in writing during the grant term.

As this is a pilot project, the FEM concept will be studied through a data-driven process to evaluate the effectiveness of this service model. While the CFCG will lead this process, the Grantee is expected to collaborate with CFCG to develop the scope and actively participate in the research. This evaluation will explore the FEM's ability to meaningfully increase access to

food and provide dignified and community-directed services, as well as illuminate lessons learned and analyze feasibility for potential replication.

C. Reporting Requirements

Grantee will provide regular and ad hoc reports on FEM activities. All report templates are to be created by the Community Food Coordination Group and may change over time in order to reflect the services and programming offered by Grantee.

- **Monthly status reports (during development):** Grantee shall be required to submit monthly status reports to the Community Food Coordination Group on the development of the FEM.
- **Monthly service reports:** After the market component of the Food Empowerment Market is established, Grantee shall submit monthly reports to the Community Food Coordination Group that capture the number of visitors, food resources distributed, and services provided during the reporting month. Demographic information shall be required, and reporting requirements will be finalized between CFCG and Grantee.
- **Annual reports:** On an annual basis, the Grantee will provide a report summarizing grant activities, service and outcome objective data, as well as accomplishments and challenges encountered.
- **Fiscal and invoice reports:** All fiscal reports and invoices are due to the Program and Contract Manager by the 15th of the following month. These will be submitted in CARBON. A Fiscal Closeout Report will be required at the end of the Grant Term.
- **Ad hoc reports:** As this is a pilot program and all reporting needs are not yet known, the Grantee may be asked to provide information on an ad hoc basis.

Should the City offer Grantee a database to enter client and service level information into, Grantee shall be required to use the database in order to capture client level information and service objectives.

III. SUBMISSION REQUIREMENTS

A. Time and Place for Submission of Proposals

Proposers shall submit one (1) electronic pdf copy of the proposal to Jennifer.Grant@sfgov.org and HSARFP@sfgov.org. Electronic file title should include RFP number, agency name, number of files submitted i.e., 1 of 4. Proposals must be received by **3:00 p.m., on April 5, 2022**. Late submissions will not be considered. Supplemental documents or revisions after the deadline will not be accepted.

Department staff will confirm receipt of all Respondent submissions within one (1) working day after the deadline for receipt noted above.

B. Format

Proposals must be created using a word processing software (e.g., Microsoft Word or Excel), text should be unjustified (i.e., with a ragged-right margin) using a 12-point serif font (e.g.-Times New Roman, and not Arial), and page margins should be at least 1” on all sides (excluding headers and footers).

C. Content

Organizations interested in responding to this RFP must submit the following information, in the order specified below. All proposals for funding must be developed using the format below. This is necessary so that all proposals can receive fair and equal evaluation. Proposals 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 proposals by the Proposal Evaluation Panel. The Respondent must ensure that the proposal addresses the Selection Criteria.

1. **Table of Contents**

Each proposal package should contain a complete table of contents showing page numbers. All pages in the package must be numbered consecutively, and major sections must be indexed.

2. **RFP Cover Page – (use form provided in Section XI)**

Submit the cover page signed by a person authorized to obligate the organization to perform the commitments contained in the proposal. Submission of this document will constitute a representation by the organization that the organization is willing and able to perform the commitments contained in the proposal.

3. **Minimum Qualifications – up to 3 pages**

All agencies submitting proposals for funding must provide a *Minimum Qualifications Narrative* describing in detail how the proposing agency meets each of the Minimum Qualifications. Any proposals failing to demonstrate these qualifications will be considered non-responsive and will not be eligible for proposal review or grant award. (Refer to section IV, Item A)

4. **Grants (both public and private) – up to 2 pages**

Agencies should submit a statement listing relevant grants with a description of the services which have been completed during the last three (3) years. The statement must also list any failure or refusal to complete a grant, including details and dates. Include any unresolved and/or outstanding findings from any program or fiscal/compliance visits done by the City. If no outstanding issues, provide a statement that your agency is in full compliance with program and fiscal monitoring. Provide disclosure of any litigation including Respondent, subcontracts, or any principal officers thereof in connection with any contract or grant.

5. **Program Approach – up to 20 pages**

Description of your agency's specific program approach to deliver the services proposed in this RFP. Please address the following:

- a) Description of your agency's specific program approach to deliver the service components outlined above at SCOPE OF WORK, Description of Services. Include a Community Engagement Plan, Site Proposal Plan, Food Sourcing Plan, Client Experience Plan, and Partnership Plan. (For a description of what is required in each plan, see SCOPE OF WORK, Description of Services, above.) Describe how your agency's program approach or service model will appropriately address the needs of the Target Population in this RFP and provide a dignified experience to clients. Outline a realistic and achievable proposed timeline.

- b) Description of plans/methods for the community and clients to offer input regarding program design, service delivery and program operations. Statement that demonstrates how racial equity will be prioritized in program planning and implementation. 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: organizational mission or inclusion statements; non-discrimination documents; community outreach plans; staff training activities on racial equity; and/or descriptions/data on the demographics of staff/program participants.
- c) Describe proposed facilities/sites and how they are appropriate for the services and target population outlined in the Ordinance. Site Selection Plan should be thorough, including items a) through f) listed in SCOPE OF WORK within Site Selection Plan, and a description of control of each of the proposed site(s) or description of how control of each proposed site will be obtained.
- d) Describe meaningful existing or potential relationships to supply the free or low-cost food market with fresh, nutritious food and to carry out various components of the FEM. Identify how adequate food sourcing relationships will be established by September of 2022. Describe relevant capacity and experience necessary to supply food for the FEM.
- e) List and explain the specific service and outcome objectives to be accomplished for each of the service components and how they will be measured. Describe methods for data collection, documentation, and reporting on service and outcome objectives.

6. Organizational Capacity – up to 5 pages (not including resumes/job descriptions/letters of reference)

Description of your agency’s ability to deliver the services proposed in this RFP. In addition, please address the following:

- a) Staffing – Describe organizational structure and staffing patterns needed to provide the proposed services including program supervision and management. Attach job descriptions and resume of key program staff and clearly identify which staff position they occupy and provide written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City’s prior approval. Clearly identify whether services will be performed by existing staff or by proposed staff.
- b) Description of agency experience and staff skills, including cultural and linguistic competencies, related to working with the identified target population and envisioned program design, including references to the various program components. Include a description of how the Respondent will ensure market staff receive appropriate customer service and cultural humility trainings. Description of staff training plans to

ensure services are provided in an efficient manner and service and outcome objectives are being achieved.

- c) Description of similar services provided by the agency, including examples that represent experience across the various program components.

7. Fiscal Capacity (Budget) – up to 4 pages (excluding justification, cost allocation plan and audited financial statement)

Please refer to the instructions outlined in Section XIII and use only HSA approved budget forms.

Using the budget forms, please provide the following:

- Allocation Plan/calculations for any shared costs, as well as current audited financial statements.
- The direct expenses for all proposed costs to be supported through this grant.
- A budget narrative that clearly explains the basis for each expense listed on the budget forms.
- Plans to leverage other resources (i.e., fund raising, in-kind contributions, volunteers, etc.), if any, to support the program approach proposed
 - Identify external resources committed to this program, including in-kind resources designated solely for this program.
 - Assign a dollar value for all external resources.

The SF Human Services Agency intends to award this grant to one Respondent that it considers will provide the best overall program services with a reasonable pricing structure. The SF Human Services Agency reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this Request for Proposals.

8. Completed Page Number Form (refer to Section XII)

IV. PROPOSAL EVALUATION CRITERIA

A. 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	Respondent must have at minimum 5 years of demonstrated experience providing food security programming.
MQ2	A nonprofit organization with a 501(c)(3) determination and/or equivalent.
MQ3	Must be willing and able to comply with the City contracting requirements set forth in Section VIII of this RFP.
MQ4	Current certified vendor or the ability to become a certified vendor with the City and County of San Francisco within ten (10) days of notice of award.

MQ5	Must either be a District 10 or District 11 based nonprofit or have demonstrated experience serving primarily District 10 or District 11 residents.
------------	---

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 grant.

Please note: Agencies submitting proposals that have previously contracted with 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.** Provide a statement of any unresolved and/or outstanding findings from any program or fiscal/compliance visits done by the City. If no outstanding issues, provide a statement that your agency is in full compliance with program and fiscal monitoring. (Refer to section III.C.4)

B. Selection Criteria

The proposals will be evaluated by a selection committee comprised of parties with expertise in the service areas identified in this RFP. The City intends to evaluate the proposals generally in accordance with the criteria itemized below.

Total Possible Points: 100

Program Approach (50 points)

- 1) Does the respondent clearly describe the agency’s specific program approach, including their five plans,⁴ to deliver the service components proposed and how this program approach or service model will appropriately address the needs of the target population in this RFP and provide a dignified experience to clients? Is the proposed timeline realistic and achievable? (15 points)
- 2) Does the proposed model include effective methods for the community and clients to offer input regarding program design, service delivery and program operations? Does the respondent address how racial equity will be prioritized in program planning and implementation? (10 points)
- 3) Are the proposed facilities/sites appropriate for the services and target population outlined in the Ordinance? Is the Respondent’s Site Selection Plan thorough, including items a) through f) listed in SCOPE OF WORK within Site Selection Plan? (10 points)
- 4) Does Respondent describe meaningful existing or potential relationships to supply the free or low-cost food market with fresh, nutritious food and to carry out various components of the FEM? Does the Respondent identify how they will establish adequate food sourcing relationships by September of 2022? Does the Respondent demonstrate the capacity and experience to supply the food for the FEM? (10 points)

⁴ Community Engagement Plan, Site Plan, Food Sourcing Plan, Client Experience Plan, and Partnership Plan

- 5) Does the respondent describe meaningful, specific service and outcome objectives to be accomplished and how they will be measured? Does the respondent include an explanation of methods for data collection, documentation, and reporting on service and outcome objectives? (5 points)

Organizational Capacity (25 points)

- 1) Does the respondent demonstrate the management/supervisory infrastructure, and administrative/financial capacity to deliver the services outlined in the Ordinance? Does the respondent demonstrate expertise of the organization necessary to complete the tasks, including quality of recently completed projects that meet the requirements and adhere to schedules? (10 points)
- 2) Based on job descriptions and qualifications, does the current or proposed staff have the necessary skill, training, cultural and linguistic capacity, and experience to successfully provide the services to these clients and community? Does the Staffing Plan incorporate sufficient staffing for at minimum the free or low-cost food market component and does the respondent demonstrate the ability to hire enough staff to run the program when additional components are added? Does the respondent demonstrate appropriate experience, professional qualifications and education of staff assigned to the project, a realistic description of the tasks to be performed by each staff person, reasonable workload and work schedule, staff availability, and accessibility? Does the Respondent indicate how they will ensure that market staff receive appropriate customer service and cultural humility trainings? (5 points)
- 3) Does Respondent have experience and a history of successfully providing these services and serving this population and community? Does Respondent have a well-established history of competently providing services and programming for the target population? Does Respondent have experience in successfully providing the type of programming and/or services described in the RFP or experience and demonstrated ability to implement new programming and/or services, including experience across the various program components? (10 points)

Fiscal Capacity (25 points)

- 1) Does the budget reflect sound and adequate allocation of resources, matching the program components, including staffing costs, operating costs and capital costs (as appropriate) to the proposed program model? Is the budget correct and easy to understand? (10 points)
- 2) Are the overall costs reasonable, and competitive with other proposals? Are specific costs reasonable, justified, and competitive? Does the cost allocation support the services as proposed? (5 points)
- 3) Does the Respondent demonstrate the ability to leverage other resources for this program, either from in-kind, and/or external resources? Does the proposal reflect the effective use of organizational resources/external resources, including leveraged funds, designated exclusively for this program? (10 points)

V. PRE-PROPOSAL CONFERENCE AND GRANT AWARD

A. Pre-Proposal Conference

Proposers are encouraged to attend a Pre-Proposal Conference on **March 1, 2022 at 1:30pm** to be held on Zoom. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please contact the individual designated in Section VI.B.

B. Grant Award

The Human Services Agency will select a proposer with whom HSA staff shall commence grant negotiations. The selected proposal will be part of the final grant and will be used as a starting point for grant 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 grant cannot be negotiated in a reasonable time the Human Services Agency, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin grant 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 email to proposers. All written questions must be submitted on or prior to **March 4, 2022 at 5:00 p.m.**

VI. 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:

Candace Gray
Office of Contract Management
San Francisco Human Services Agency
1650 Mission Street, Suite 500
San Francisco, CA 94103
Candace.Gray@sfgov.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 on the San Francisco Supplier Portal. **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 GRANT 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 grant 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). Grants, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a grant 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 grant or other benefit until and unless that person or organization is awarded the grant 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 grant 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 grant 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 grant, 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 grant 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 grant until either: (1) negotiations are terminated, and no grant is awarded; or (2) twelve months have elapsed since the award of the grant.

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

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 grant 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 grant 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; or
 - 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 grant term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.
3. Failure to timely execute a grant, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the grant, shall be deemed an abandonment of a grant 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 grant award.

VII. 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 grants 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 grant 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 grant 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 grant 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. First Source Hiring Program

A proposer selected pursuant to this solicitation shall comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code that apply to this agreement and an awarded proposer is subject to the enforcement and penalty provisions in Chapter 83.

E. Grantee Vaccination Policy

Proposers are advised that any grant awarded pursuant to this Solicitation must agree to comply with the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency (“Emergency Declaration”), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors issued by the City Administrator (“Contractor Vaccination Policy”), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found here: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

A Grant subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Grantee or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Grant includes such agreements currently in place or entered into during the term of the Emergency Declaration. Grant does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.

In accordance with the Emergency Declaration, Grantee agrees that:

(1) Grantee has read the Contractor Vaccination Policy pertaining to the obligations of City;

(2) Where applicable, Grantee shall ensure it complies with the requirements of the [Contractor Vaccination Policy](#) pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are fully vaccinated for COVID-19 or obtain an exemption based on medical or religious grounds,

(3) If Grantee exempts Covered Employees based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

If a Grantee is unable to comply with this Policy, it will be deemed non responsive unless City is able to secure a waiver on Grantee’s behalf. *Refer to **Attachment 1: Agreement for Professional Services (form G-100)** for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.*

VIII. GRANT REQUIREMENTS

A. Grant 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.

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, Grantee hereby agrees to waive subrogation which any insurer of Grantee may acquire from Grantee by virtue of the payment of any loss. Grantee 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 Grantee, 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.

E. HSA/DAS Policy Manuals and Memoranda

<https://www.sfhsa.org/partner/policies-and-procedures>

IX. 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 Grant 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 Grant 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:

Executive Director
Human Services Agency
P.O. Box 7988
San Francisco, CA 94120
Trent.Rhorer@sfgov.org

X. STANDARD FORMS

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

Before the City can award any grant to a grantee, 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/become-a-supplier.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 grant 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/pages/BS3/login.aspx>.

D. Supplemental Forms

Form:	Required If:
Contractor Attestation Affirming Compliance With San Francisco’s Covid-19 Contractor Vaccination Policy (pdf)	You must verify and report your employee and subcontractor vaccination status. You must do this for each contract in every department.
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.

<p>Health Care Accountability Ordinance (HCAO) Declaration  pdf</p>	<p>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.</p>
<p>Insurance Requirements (pdf)</p>	<p>The solicitation requires the successful proposer to demonstrate proof of insurance.</p>
<p>Local Business Enterprise Program Application (Contract Monitoring Division)</p>	<p>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 grants</p>

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

XI. RFP COVER PAGE

NAME OF ORGANIZATION: _____

ADDRESS: _____

DIRECTOR: _____

PHONE: _____

EMAIL: _____

FEIN#: _____

ANNUAL AMOUNT(S) REQUESTED: \$ _____

I understand that the San Francisco Human Services Agency (SFHSA) reserves the right to modify the specifics of this application at the time of funding and/or during the grant negotiation; that a grant may be negotiated for a portion of the amount requested; and that there is no grant until a written grant has been signed by both parties and approved by all applicable City Agencies. Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

Signature of authorized representative(s):

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Submit an electronic copy to Jennifer.Grant@sfgov.org and HSARFP@sfgov.org

XII. PAGE NUMBER FORM

This form is to assist the review panel in finding the information in the Proposal that corresponds to the evaluation criteria. For each item listed below, please list the page number(s) where the reviewer may find the answer(s) to the criteria.

Evaluation and Selection Criteria		Page #s
Minimum Qualifications		
MQ1	Respondent must have at minimum 5 years of demonstrated experience providing food security programming.	
MQ2	A non-profit organization with a 501(c)(3) determination and/or equivalent.	
MQ3	Must be willing and able to comply with the City contracting requirements set forth in Section VIII of this RFP.	
MQ4	Current certified vendor or the ability to become a certified vendor with the City and County of San Francisco within ten (10) days of notice of award.	
MQ5	Must either be a District 10 or District 11 based non-profit or have demonstrated experience serving primarily District 10 or District 11 residents	
Program Approach (50 points)		
A1.	Does the respondent clearly describe the agency's specific program approach, including their five plans, to deliver the service components proposed and how this program approach or service model will appropriately address the needs of the target populations in this RFP and provide a dignified experience to clients? Is the proposed timeline realistic and achievable? (15 points)	
A2.	Does the proposed model include effective methods for the community and clients to offer input regarding program design, service delivery and program operations? Does the respondent address how racial equity will be prioritized in program planning and implementation? (10 points)	
A3.	Are the proposed facilities/sites appropriate for the services and target population outlined in the Ordinance? Is the Respondent's Site Selection Plan thorough, including items a) through f) listed in SCOPE OF WORK within Site Selection Plan? (10 points)	
A4.	Does Respondent describe meaningful existing or potential relationships to supply the free or low-cost food market with fresh, nutritious food and to carry out various components of the FEM? Does the Respondent identify how they will establish adequate food sourcing relationships by September of 2022? Does the Respondent demonstrate the capacity and experience to supply the food for the FEM? (10 points)	
A5.	Does the respondent describe meaningful, specific service and outcome objectives to be accomplished and how they will be measured? Does the respondent include an explanation of methods for data collection, documentation, and reporting on service and outcome objectives? (5 points)	
Organizational Capacity (25 points)		
B1.	Does the respondent demonstrate the management/supervisory infrastructure, and administrative/financial capacity to deliver the services outlined in the Ordinance? Does the respondent demonstrate expertise of the organization necessary to complete the tasks, including quality of recently completed projects that meet the requirements and adhere to schedules? (10 points)	

B2.	Based on job descriptions and qualifications, does the current or proposed staff have the necessary skill, training, cultural and linguistic capacity, and experience to successfully provide the services to these clients and community? Does the Staffing Plan incorporate sufficient staffing for at minimum the free or low-cost food market component and does the respondent demonstrate the ability to hire enough staff to run the program when additional components are added? Does the respondent demonstrate appropriate experience, professional qualifications and education of staff assigned to the project, a realistic description of the tasks to be performed by each staff person, reasonable workload and work schedule, staff availability, and accessibility? Does the Respondent indicate how they will ensure that market staff receive appropriate customer service and cultural humility trainings? (5 points)	
B3.	Does Respondent have experience and a history of successfully providing these services, and serving this population and community? Does Respondent have a well-established history of competently providing services and programming for the target population? Does Respondent have experience in successfully providing the type of programming and/or services describe in the RFP or experience and demonstrated ability to implement new programming and/or services, including experience across the various program components? (10 points)	
Fiscal Capacity (25 points)		
C1.	Does the budget reflect sound and adequate allocation of resources, matching the program components, including staffing costs, operating costs and capital costs (as appropriate) to the proposed program model? Is the budget correct and easy to understand? (10 points)	
C2.	Are the overall costs reasonable, and competitive with other proposals? Are specific costs reasonable, justified, and competitive? Does the cost allocation support the services as proposed? (5 points)	
C3.	Does the Respondent demonstrate the ability to leverage other resources for this program, either from in-kind, and/or external resources? Does the proposal reflect the effective use of organizational resources/external resources, including leveraged funds, designated exclusively for this program? (10 points)	

XIII. BUDGET FORMS AND INSTRUCTIONS

Budgets should be submitted in the standard HSA format. Forms are available at:

<https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

Click on “Human Services Agency” in the Department drop-down menu and then click the link for this RFP.

The attached spreadsheets are in Excel. There are four (4) pages in the budget (in addition to the budget justification), as follows: Budget Summary, Salaries and Benefits Detail, Operating Expense Detail, Capital Expenditure Detail.

Please note the Salaries and Benefits, Operating Expense and Capital Expenditure are direct costs and must be clearly and easily attributable to a specific program.

The Budget Justification is a narrative, which provides the detailed information and calculations supporting the amount allocated for each budget line item. There is no form provided for the Budget Justification. Please detail all mathematical computations for each line item. Show how the total dollar amount was derived, e.g., the annual salary for each position multiplied by the FTE, the number of square feet of office space to be utilized multiplied by the rate per square foot, the cost per month for insurance multiplied by the number of months in the contract term, etc. For the Salaries and Benefits section, list the position, a brief sentence of the position's responsibilities, the full-time equivalent (FTE), the percentage of FTE allocated to the activity, the salary per month, the salary per annum, and the mathematical computation used to arrive at the total dollar amount.

The Cost Allocation Plan is required. Respondents must follow the City’s cost allocation guidelines for nonprofit grantees, which largely follow those described by Generally Accepted Accounting Principles (GAAP) and in Federal OMB Circular A-122. The plan should include how indirect costs were calculated.

If applicable, attach a separate detailed Subcontracting budget using the standard HSA format if there is a Subcontractor arrangement made under the terms of the contract. Provide a brief explanation of the subcontracting arrangement, as well as a budget breakdown. Please note, the total subcontractor budget amount should appear on the Operating Expense Detail sheet under the Subcontractor section.

Indirect rates are not allowable on subcontractor indirect expenditures, capital expenditures, aid payments, other direct voucher payments, or any stipend, subsidy or expense paid on behalf of a client (i.e., security deposit, rental payment assistance, transportation vouchers, etc.). These examples are not intended to be a comprehensive list. If an organization is uncertain whether indirect costs can be applied to a particular expense, it should consult with the HSA Contract Manager.

These guidelines provide general information. If further clarification or technical assistance is required, consult with your HSA Office of Contract Management Contract Manager.