

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

**In Partnership with San Francisco
Office of Early Care and Education**



Request for Proposals #727 for

**Child Care Facilities Funding
& Technical Assistance (CCFF&TA)**



Date issued:

November 18, 2016

Pre-proposal conference:

1:00 p.m., November 30, 2016

Proposal due:

5:00 p.m., December 16, 2016

Request for Proposals #727 for Child Care Facilities Funding & Technical Assistance

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I. Introduction and Schedule

A. General

The San Francisco Human Services Agency (SF-HSA) in partnership with the San Francisco Office of Early Care and Education (OECE) announces its intent to seek proposals from organizations or individuals interested in contracting to facilitate local efforts to preserve, improve, and increase the supply of high quality licensed Early Care and Education (ECE) environments serving San Francisco's children and families.

The Child Care Facilities Funding & Technical Assistance (CCFF&TA) is a public-private partnership designed to preserve, improve and expand the supply and quality of licensed Early Care and Education (ECE) facilities in San Francisco through the provision of focused technical assistance, grants, loans, leveraged financing, and system-wide improvements. The Child Care Facilities Funding & Technical Assistance was developed by public-private funders to develop expertise and a centralized resource for ECE providers to access support for all things related to their facilities and capital project support.

The funding available for this Program is \$6,251,767 in FY 17-18, with adjusted funding for capital and revolving grants in years two to five, based on Child Care Development Impact Fee revenue and availability of city funds for capital project. Certain Child Care Facilities Funding & Technical Assistance revenues are one-time and some are revolving. Unspent funds or repaid grants may be recommitted from year-to-year.

The grant agreement shall have a tentative term from **July 1, 2017** to **June 30, 2020**. In addition, the City shall have the option to extend the term for a period of (2) years, for a total of (5) years, subject to annual availability of funds, annual satisfactory contractor performance, and need. SF-HSA/OECE has the sole, absolute discretion to exercise this option, and reserves the right to enter into grants of a shorter duration.

Payment for all services provided in accordance with provisions under this grant shall be contingent upon the availability of funds. The City shall not be required to provide any definite units of services nor does the City guarantee any minimum amount of funding for these services.

Background

There are over 300 licensed ECE centers and over 700 licensed family child care (FCC) homes in San Francisco. Most early education providers do not own their own property and demand for ECE spaces by families is exacerbated by the cost of property, property maintenance and the limitations in San Francisco of appropriate, cost effective, licensable space to support the provision of high quality early education.

In 1998 the City partnered with the Mimi and Peter Haas Fund to support the Child Care Facilities Funding & Technical Assistance to manage an innovative approach to expand licensed capacity through the use of HUD Section 108 loan products loaned to expanding centers serving low income children and families (primarily Title 5 state contractors). These loans were subsidized by the City. The result was a near doubling of infant and toddler licensed capacity and greatly expanded new licensed centers and quality options for care providing increased access to CalWORKs and other voucher families, as well as increased private payer access.

Building on the success of the Section 108 loan program, the Child Care Facilities Funding & Technical Assistance, with support from the City, added grants and loans and a variety of innovative training, technical assistance and support. For most San Francisco providers, particularly those caring for low income children, the facilities fund quickly became the "go-to" for all ECE facilities related information and expertise.

Goals

- Increase new licensed early care and education capacity in areas of highest unmet need.
- Retain the growth in licensed ECE care developed by city investments.
- Support the growth of new, well designed, licensed ECE facilities, working with providers and city departments on strategies and opportunities for new development.
- Support the retention of slots and programs threatened by facilities-related closures, particularly those serving children from low/moderate income families.
- Support relocation of programs as determined by need.
- Support the acquisition and improvements of facilities for non-profits administering subsidized ECE programs, thereby stabilizing the future of facilities developed for the purpose of early education.
- Support ECE providers with expertise and technical assistance in building acquisition, leasing, maintenance, and capital projects.
- Create opportunities for ECE programs to purchase facilities, when possible, to ensure the long-term viability of ECE programs in neighborhoods.
- Create and facilitate high quality ECE environments for San Francisco children and their families.
- Provide financial products such as revolving grants and forgivable loans to providers in times of financial need.

B. Schedule

The anticipated schedule for selecting a contractor is:

<u>Proposal Phase</u>	<u>Date</u>
RFP is issued by the City	November 18, 2016
Pre-proposal conference	1:00 p.m., November 30, 2016
Deadline for submission of written questions or requests for clarification	12:00 p.m., December 2, 2016
Proposals due	5:00 p.m., December 16, 2016

Dates and times subject to change

C. Definitions

CCFF&TA	Child Care Facilities Funding & Technical Assistance
City	City and County of San Francisco
DHS	San Francisco Department of Human Services, a division of HSA
ECE	Early Care and Education
FCC	Family Child Care providers are licensed providers who offer care in their home. A Family Child Care Home reflects a home-like environment where non-medical care and supervision is provided for periods of less than 24 hours. There are Small Family Child Care Homes and Large Family Child Care Homes.
HSA	San Francisco Human Services Agency
OECE	San Francisco Office of Early Care and Education

D. Target Population

Over 300 licensed ECE centers and over 700 licensed family child care (FCC) homes in San Francisco, providing infant and toddler licensed capacity and greatly expanding new licensed centers and quality options for care, providing increased access to CalWORKs and other vouchered families, as well as increased private payer access.

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. Contractors should use this description when designing their proposed programs. However, contractors 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

The OECE is seeking a community-based partner to facilitate local efforts to preserve, improve, and increase the supply of high quality licensed ECE environments serving San Francisco's children and families.

1. The Child Care Facilities Funding & Technical Assistance (CCFF&TA) must effectively and dynamically administer a range of financial products to meet the evolving capital needs of the licensed ECE field including, but not limited to: development, marketing, underwriting, financial grants and loans, monitoring, and repayment. The expected array of financial products currently includes, but is not limited to: planning and predevelopment grants; capital development grants and loans; start-up financing; facility renovation and repair grants; short-term emergency repayable grants; acquisition financing, loans and subsidized loans; disaster preparedness incentives; and other programs.
2. The CCFF&TA must seek to create leveraged financing strategies in the context of individual projects and to otherwise support the facilities fund efforts citywide.
3. The CCFF&TA must administer the Child Development Capital Fund and track fund expenditures and total project expenditures by project.
4. The CCFF&TA must administer the Interagency Plan Implementation Committee (IPIC) capital new development grants to increase access to ECE services within specific neighborhood Area Plans, and track fund expenditures and total project expenditures by project.
5. The CCFF&TA must effectively provide training, resources, linkages, and one-on-one technical assistance related to the facilities development process, including feasibility analysis, capital planning, design, development, permit process, start-up, and facility maintenance.
6. The CCFF&TA must effectively provide consultation and assistance regarding fiscal and operating issues to licensed ECE care centers serving low/moderate income children, particularly those contracted through California Department of Education-Early Education and Support Division and federal Early Head Start and Head Start, and for facilities identified as City priorities for capital projects.
7. The CCFF&TA must support the capital improvements of city facilities licensed as child care centers and assigned to the Human Services Agency.
8. The CCFF&TA must effectively identify new opportunities for leveraged financing and development strategies and financing to meet the capital needs of the ECE sector.
9. The CCFF&TA shall provide staffing for monthly meetings of the City's Inter-agency Child Care Facilities Committee, comprised of representatives from OECE, the Mayor's Office of Housing and Community Development, San Francisco Planning Department, Office of Community Investment and Infrastructure and other City departments as invited; as well as for a periodic CCFF&TA Advisory Committee to gain feedback on the initiative's effectiveness meeting the needs of licensed ECE providers.

B. Objectives

Provided the guidance in the overview section of this RFP, respondents are encouraged to develop salient, meaningful, and manageable process and outcome measures in their response. It is understood that capacity objectives are impacted by the number and level of capital grants approved by the Interagency Funders. Objectives shall be set and monitored for contract success according to grant/loan approval levels.

Outcome Objectives - Applicant to Specify Targets:

- **Capital Leveraging:** Comprehensive view of funding amounts and percentage of financing leveraged from non-city sources in a given year. Discreet reporting for Developer Fee funded projects and other city supported projects. Capital leveraging should exceed contracted capital investment by a minimum of 25%
- **Capacity Building:** Increase in number of licensed child care slots (center/family child care).
- **Capacity Building:** Increase in number of licensed ECE slots (center/family child care)
- **Capacity Building:** Increase in number of newly licensed slots in underserved neighborhoods.
- **Capacity Building:** Increase in Percentage of supply of licensed early care and education facilities available in San Francisco.

Examples of annual Service Objective for this Program may include:

- **Technical Assistance:** Provide **xx** annual hours of new facility development, one-on-one technical assistance annually to new and /or expanding ECE providers/programs for new facility development.
- **Technical Assistance:** Support **xx** providers in applying and securing capital funding outside of capital funds included in the city contract.
- **Training:** Provide **xx** hours and/or **xx** number of trainings on facility development or finance provided to licensed ECE providers/programs provided annually.
- **Capacity Retention:** Retain **xx** licensed slots through grants or loans (please provide types of retention).
- **Capacity Retention:** Improve **xx** licensed slots through grants or loans (please provide definition of improvement).

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposers shall submit one (1) electronic pdf copy of the proposal to the following: Steve.Kim@sfgov.org and HSARFP@sfgov.org . Electronic file title should include **RFP # 727**, agency name, number of files submitted i.e. 1 of 4. Proposals must be received by 5:00 p.m., on **December 16, 2016**. 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

For word processing documents, text should be unjustified (i.e., with a ragged-right margin) using a 12 point serif font (e.g., Times 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 Agency 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 X)**

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 award of grant. (refer to section IV, Item A)

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

Agencies should submit a statement listing relevant contracts 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 contract, including details and dates. Provide disclosure of any litigation including Respondent, subcontracts, or any principal officers thereof in connection with any contract or grant.

5. **Organizational Capacity –up to 5 pages (not including resumes, job descriptions, and 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 Plan – 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 related to working with the identified target population and program design.
- c) Service Site Plan – Describe the plan for location and hours of services and how target caseload capacity will be accommodated.
- d) Description of staff training plans to ensure services are provided in an efficient manner and service and outcome objectives are being achieved.

6. Program Approach –up to 10 pages

Description of your agency’s specific program approach to deliver the services proposed in this RFP.

In addition, please address the following:

- a) Description of your agency’s specific program approach to deliver the service components proposed and how this program approach or service model will appropriately address the needs of the target populations (be sure to address all applicable items listed in Target Population, Scope of Work, and Service and Outcome Objectives).
- b) Identify the proposed site that will be made available for the target population.
- c) Identify any subcontractors and describe their responsibilities in the delivery of services/shelter space.
- d) List and explain the specific service and outcome objectives to be accomplished through the proposal.
- e) Describe methods for data collection, documentation, and reporting service and outcome data. Describe the method(s) by which service and outcome objectives will be evaluated.
- f) Describe the linkages that will link clients to services.
- g) Describe the proposed model for clients to offer input regarding program operations.

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 XII and use only HSA approved budget forms. Provide Cost Allocation Plan and current audited financial statements.

The SF Human Services Agency intends to award this grant to respondents that it considers will provide the best overall program services at 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.

Using the budget forms, please provide the direct expenses for all proposed costs to be supported through this grant for a two-year term. Respondents must also provide a budget narrative that clearly explains the basis for each expense listed on the budget forms.

Discuss planned leveraging of other resources (i.e., fund raising, in-kind contributions, 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.

8. References -up to 4 pages (excluding City agencies, clients, or subcontractors).

Provide two (2) letters of references for the organization. Letters must include:

- Name, address and telephone number
- What is the relationship with the proposer including information on the services?
- Why is proposer qualified to perform requested services?

9. Completed Page Number Form (refer to Section XI)

IV. Evaluation and Selection Criteria

A. Minimum Qualifications

- A minimum of three (3) years demonstrated experience as a financial intermediary managing a large portfolio of loans and grants for community facilities.
- A minimum of three (3) years demonstrated experience providing capital projects and facilities technical assistance to licensed ECE programs.
- Qualified staff with demonstrated expertise in facilities development, financing, and child care licensing
- Respondent must be a certified vendor with the City and County of San Francisco or the ability to become a certified vendor within ten (10) days after notice of intent to award.
- Demonstrate the willingness and ability to comply with the City contracting requirements set forth in Section VII of this RFP.

Please note: Agencies submitting proposals that have previously been contracted by the City and County of San Francisco 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.**

Any proposal that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

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

Respondents must receive a minimum of 70% of the available points to be considered for award.

Organizational Capacity (30 points)

1. Organization's experience in providing proposed loan and financial services to licensed family child care providers and center operators. The respondent clearly demonstrates that it has the organizational infrastructure, including a developed lending office and administrative capacity to deliver the program as proposed. (10 points)
2. Respondent's past experience for community facilities services similar to those proposed. This will include experience under previous grants/contracts with the City and County of San Francisco. (10 points)
3. Demonstrated 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 demonstrating an ability to achieve the objectives, staff availability and accessibility. Based on resumes or job descriptions and qualifications provided, the staff is adequately trained

or skilled to provide the services described. Adequate staffing with appropriately highly qualified staff with language capacity in minimally in Chinese, Spanish and English, or strategies to ensure language capacity in order to serve the diverse family child care community. Highly qualified and sufficient staff shall be awarded the maximum points in this area. (10 points)

Program Design (50 points)

1. Overall Approach and Target Population: Description of Respondent's specific program approach to deliver the services proposed and how this program approach or service model will appropriately address the needs of the target population of licensed centers and family child care providers, particularly those caring for low/moderate income families. Soundness of the overall approach and fiscal strategies and products tailored to improving, increasing and retaining licensed care shall result in the highest score. (10 points)
2. Proposed Services: Respondent understanding of the services proposed, as well as the needs and issues involved in providing the services. Proposals shall be rated on the ability of the applicant to design a program that addresses the system needs and program goals as described in "Goals" and services as described in the "Services Requested". OECE is not locked into a specific design, but requires a strong proposal which clearly and realistically supports the success of the initiative in order to score the maximum number of points in the evaluation. (20 points)
3. Description of the specific measures to be implemented by the Respondent to ensure performance outcomes and service objectives will be met. Clear measurable service utilization and performance outcomes and/or customer satisfaction data support a higher score. Performance measures should also include a discussion of specific methods for collection of data and clear evaluation criteria for measuring performance including how duplicative reporting of slots will be addressed. Score for performance measures will be commensurate with the ability of the applicant to propose ambitious but doable deliverables to support the success of the program. (20 points)

Fiscal Capacity (20 points)

1. The budget provided for services is clear and easy to understand. The budget reflects sound, adequate allocation of resources, matching the program components including staffing costs, and operating costs. Adequate costs are assigned to staffing which will achieve the targets. Budget reflects allocation of staff and limits operating and indirect pass through funding in relation to the administrative burden of the respective loans, revolving grants, and grants. The budget supports the services proposed and is competitive with other proposals. Costs are reasonable, justified, and competitive. Cost Allocation Plan is reasonable. (15 points)
2. Respondent's ability to leverage other resources for this program, either from in-kind, and/or external resources. The proposal reflects the effective use of organizational resources/external resources, including leveraged funds, designated exclusively for the success of this program. (5 points)

V. Pre-proposal conference and Contract award

A. Pre-Proposal Conference

Proposers are encouraged to attend the (optional) pre-proposal conference on **November 30, 2016**, at **1:00 p.m.**, to be held at **1650 Mission Street, Suite 312, San Francisco, CA 94103**. 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. Contract Award

The Human Services Agency will select a proposer with whom Agency staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the Human Services Agency, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

C. Written Questions

Proposers are encouraged to submit written questions before the due date stated in Section I.B. 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 **12:00 p.m., December 2, 2016**.

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

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

Steve Kim
Contract Manager, GB22
Office of Contract Management
San Francisco Human Services Agency
1650 Mission Street, Suite 300
San Francisco, CA 94103
Steve.Kim@sfgov.org

C. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, 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. Change Notices

The Department may modify the RFP, prior to the proposal due date, by issuing Change Notices, which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the Department 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 Change Notices.

E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of 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 the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date 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. Errors and Omissions in Proposal

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

H. Financial Responsibility

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

I. Proposer's Obligations under the Campaign Reform Ordinance

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

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

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a 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, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs 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.

K. Public Access to Meetings and Records

If a proposer 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 proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer'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 proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

L. Reservations of Rights by the City

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

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

M. No Waiver

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

N. 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

VII. Contract Requirements

A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services. Failure to timely execute the contract, 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 a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers 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 Health Care Accountability Ordinance; the First Source Hiring Program; and applicable conflict of interest laws, as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits

The successful proposer 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.

C. Minimum Compensation Ordinance (MCO)

The successful proposer 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. 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.

D. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

E. 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.

F. 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.

VIII. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice 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 protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP 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. Protest of Contract Award

Within ten calendar days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the tenth calendar day after the City's issuance of the notice of intent to 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 protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP 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.

C. Delivery of Protests

All protests must be received by the due date. 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) will not be considered. Protests must be delivered to:

Executive Director
Human Services Agency
P.O. Box 7988
San Francisco, CA 94120

IX. Standard Forms

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, **the contractor should not do so again unless the contractor's answers have changed.** To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Contract Monitoring Division at (415) 252-2500.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification http://sfgsa.org/index.aspx?page=4762 www.irs.gov/pub/irs-fill/fw9.pdf	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
2.	Business Tax Declaration http://sfgsa.org/index.aspx?page=4762	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits http://sfgsa.org/index.aspx?page=4762 In Vendor Profile Application	CMD-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the	Human Rights Comm. 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500

Item	Form name and Internet location	Form	Description	Return the form to; For more info
			answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	
4.	CMD LBE Certification Application http://www.sfgsa.org/index.aspx?page=6058 In Vendor Profile Application		Local businesses complete this form to be certified by CMD as LBEs. Certified LBEs receive a rating bonus pursuant to Chapter 14B when bidding on City contracts if applicable. To receive the bid discount, you must be certified by CMD by the proposal due date.	Contract Monitoring Unit 30 Van Ness Avenue, Suite 200 San Francisco, CA 94102 Phone: (415) 581-2310

Where the forms are on the Internet

Office of Contract Administration

Homepage: www.sfgov.org/oca/
Purchasing forms: Click on “Required Vendor Forms” under the “Information for Vendors and Contractors” banner.

Contract Monitoring Division

CMD’s homepage: <http://sfgsa.org/index.aspx?page=5365>
Equal Benefits forms: <http://sfgsa.org/index.aspx?page=5359>
LBE certification form: <http://sfgsa.org/index.aspx?page=5364#Section%20V>

X. San Francisco Human Services Agency RFP #727 Cover Page

NAME OF ORGANIZATION(S): _____

ADDRESS: _____

DIRECTOR: _____

PHONE/FAX#: _____

EMAIL: _____

FEDERAL EMPLOYER #: _____

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 contract negotiation; that a contract may be negotiated for a portion of the amount requested; and that there is no contract until a written contract 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 Steve.Kim@sfgov.org

XI. San Francisco Human Services Agency 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		
	Minimum Qualifications	Page Number(s)
A1.	A minimum of three (3) years demonstrated experience as a financial intermediary managing a large portfolio of loans and grants for community facilities.	
A2.	A minimum of three (3) years demonstrated experience providing capital projects and facilities technical assistance to licensed ECE programs.	
A3.	Qualified staff with demonstrated expertise in facilities development, financing, and child care licensing.	
A4.	Respondent must be a certified vendor with the City and County of San Francisco or the ability to become a certified vendor within ten (10) days after notice of intent to award; and	
A5.	Demonstrate the willingness and ability to comply with the City contracting requirements set forth in Section VII of this RFP.	
Organizational Capacity (30 points)		
B1.	Organization's experience in providing proposed loan and financial services to licensed family child care providers and center operators. The respondent clearly demonstrates that it has the organizational infrastructure, including a developed lending office and administrative capacity to deliver the program as proposed. (10 points)	
B2.	Respondent's past experience for community facilities services similar to those proposed. This will include experience under previous grants/contracts with the City and County of San Francisco. (10 points)	
B3.	Demonstrated 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 demonstrating an ability to achieve the objectives, staff availability and accessibility. Based on resumes or job descriptions and qualifications provided, the staff is adequately trained or skilled to provide the services described. Adequate staffing with appropriately highly qualified staff with language capacity in minimally in Chinese, Spanish and English, or strategies to ensure language capacity in order to serve the diverse family child care community. Highly qualified and sufficient staff shall be awarded the maximum points in this area. (10 points)	
Program Design (50 points)		
C1.	Overall Approach and Target Population: Description of Respondent's specific program approach to deliver the services proposed and how this program approach or service model will appropriately address the needs of the target population of licensed centers and family child care providers, particularly those caring for low/moderate income families. Soundness of the overall approach and fiscal strategies and products tailored to improving, increasing and retaining licensed care shall result in the highest score. (10 points)	

C2.	Proposed Services: Respondent understanding of the services proposed, as well as the needs and issues involved in providing the services. Proposals shall be rated on the ability of the applicant to design a program that addresses the system needs and program goals as described in “Goals” and services as described in the “Services Requested”. OECE is not locked into a specific design, but requires a strong proposal which clearly and realistically supports the success of the initiative in order to score the maximum number of points in the evaluation. (20 points)	
C3.	Description of the specific measures to be implemented by the Respondent to ensure performance outcomes and service objectives will be met. Clear measurable service utilization and performance outcomes and/or customer satisfaction data support a higher score. Performance measures should also include a discussion of specific methods for collection of data and clear evaluation criteria for measuring performance including how duplicative reporting of slots will be addressed. Score for performance measures will be commensurate with the ability of the applicant to propose ambitious but doable deliverables to support the success of the program. (20 points)	
Fiscal Capacity (20 points)		
D1.	The budget provided for services is clear and easy to understand. The budget reflects sound, adequate allocation of resources, matching the program components including staffing costs, and operating costs. Adequate costs are assigned to staffing which will achieve the targets. Budget reflects allocation of staff and limits operating and indirect pass through funding in relation to the administrative burden of the respective loans, revolving grants, and grants. The budget supports the services proposed and is competitive with other proposals. Costs are reasonable, justified, and competitive. Cost Allocation Plan is reasonable. (15 points)	
D2.	Respondent’s ability to leverage other resources for this program, either from in-kind, and/or external resources. The proposal reflects the effective use of organizational resources/external resources, including leveraged funds, designated exclusively for the success of this program. (5 points)	

XII. San Francisco Human Services Agency Budget Forms and Instructions

Budgets should be submitted in the standard HSA format. Forms are available at: <http://mission.sfgov.org/OCABidPublication/ReviewBids.aspx> and click on the “Consultants and Professional Services” link and then the link for this RFP.

The following spreadsheets are in Excel. There are 4 pages in the budget (in addition to the budget justification), as follows: Contract 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 contractors, 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 your HSA Office of Contract Management Contract Manager.