

**City and County of San Francisco**  
**Sourcing Event ID 000011465 | Dept Contract ID: SHF2026-01**

**Formal Request for Proposals for:  
 Pretrial Services**

This Solicitation can be viewed on the City’s Supplier Portal at: <https://sfcitypartner.sfgov.org/pages/index.aspx>



Proposal Phase	Tentative Date
Request for Proposals Issued	February 5, 2026, 3:00 PM (PST)
Pre-Proposal Virtual Conference	February 13, 2026, 2:30 PM (PST)  For meeting invite, please email name, agency and email address to Patricia.E.Martinez@sfgov.org by February 12, 2026, 5:00 PM (PST)
Written Questions Due Date	February 18, 2026, 5:00 PM (PST)
Proposal Due Date	March 2, 2026, 5:00 PM (PST)
Oral Interviews	March 6, 2026, 5:00 PM (PST)
Notice of Intent to Award	March 11, 2026, 5:00 PM (PST)
Period for Protesting Notice of Intent to Award	Within three (3) business days of the City's issuance of a Notice of Intent to Award.
Contract Administrator:	Patricia Martinez Principal Administrative Analyst, San Francisco Sheriff’s Office 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102 Email: Patricia.E.Martinez@sfgov.org

**Attachments**

- Attachment 1: City’s Contract Terms – P-600 Professional Services Agreement
- Attachment 2: Proposer Questionnaire and References
- Attachment 3: CMD LBE Forms (Reserved)
- Attachment 4: Sample Invoice and Modification Form
- Attachment 5: Budget Proposal Template
- Attachment 6: HCAO and MCO Declaration Forms
- Attachment 7: First Source Hiring Form

**MANDATORY MINIMUM  
QUALIFICATION  
DOCUMENTATION**

Proposers must submit with their proposal documents in support of each Minimum Qualification (MQ) listed below. A proposal that fails to provide the following documentation will not be eligible for further consideration.

<b>MQ #</b>	<b>Description</b>
<b>MQ #1</b>	Proposer's proposed changes to Attachment 1, City's Contract Terms, by Proposal Due Date.
<b>MQ #2</b>	Completed Attachment 2, Proposer Questionnaire and References.
<b>MQ #3</b>	Completed Written Proposal.
<b>MQ #4</b>	Completed Attachment 5, City's Budget Proposal Template.
<b>MQ #5</b>	Evidence that Proposer has 5 years of experience within the last 10 years in the sale of goods and/or services requested by this Solicitation.
<b>MQ #6</b>	Proposers must be a 501(c) certified to provide service within the City and County of San Francisco. Non-profit organization must have an active governing Board of Directors, and an Executive Director responsible for the day to day management of the organization.
<b>MQ #7</b>	Proposer must have experience working with those impacted by the criminal system.
<b>MQ #8</b>	Proposer must be an approved City vendor at the time of the contract award.

## Table of Contents

<b>I. Introduction and Solicitation Schedule .....</b>	<b>1</b>
A. Introduction .....	1
B. Anticipated Contract Term .....	1
C. Anticipated Contract Not to Exceed Amount .....	2
D. Reserved (Indefinite Quantity, As-Needed Contract) .....	2
E. Cooperative Agreement.....	2
F. Solicitation Schedule.....	2
G. Contract Terms and Negotiations .....	3
<b>II. Goods and Services Requested .....</b>	<b>3</b>
A. Goods and/or Services Requested .....	3
B. Reserved.(Regulatory and Compliance Requirements Specific to the Goods/Services Solicited) .....	9
C. Green Purchasing Requirements.....	9
D. Reserved. (Alternates and Samples) .....	9
E. Reserved. (Freight on Board and Shipping Costs) .....	9
F. Reserved. (Additional Purchases) .....	9
<b>III. RESERVED. (Local Business Enterprise (LBE) Program Requirements).....</b>	<b>9</b>
A. CMD Compliance Officer .....	9
B. Reserved (Application of LBE Rating Bonuses).....	10
C. Reserved. (LBE Subcontracting Participation Requirements) .....	10
D. CMD LBE Forms .....	10
E. Reserved. (LBE Payment and Utilization Tracking) .....	10
<b>IV. Proposal Evaluation Criteria.....</b>	<b>10</b>
<b>V. Minimum Qualifications Documentation Required with Proposal (Pass/Fail).....</b>	<b>10</b>
<b>VI. Written Proposal (50 Points).....</b>	<b>11</b>
<b>VII. Budget Proposal (Pass/Fail) .....</b>	<b>13</b>
A. Price Proposal Format and Allocation of Points .....	13
B. Budget Proposal Evaluation Period .....	13
C. Price Discrepancies.....	14
D. Reserved. (Proposing on Separate Items or in Aggregate(s)).....	14
E. Reserved (Application of Discounts for Evaluating Lowest Responsive Proposer) .....	14
<b>VIII. Oral Interviews (15 Points).....</b>	<b>14</b>
<b>IX. Supporting Documentation Required Prior to Contract Execution.....</b>	<b>15</b>
<b>X. Failure to Provide Insurance and/or Bonds .....</b>	<b>15</b>
<b>XI. City’s Social and Economic Policy Requirements .....</b>	<b>16</b>
A. Nondiscrimination Requirements .....	16
B. Payment of Prevailing Wages .....	16
C. Health Care Accountability Ordinance (HCAO).....	16
D. Minimum Compensation Ordinance (MCO) .....	17
E. First Source Hiring Program .....	17
F. Reserved (Sweatfree Procurement) .....	17
G. Non-Profit Entities .....	17
H. Other Social Policy Provisions.....	17
<b>XII. Terms and Conditions for Receipt of Proposals .....</b>	<b>18</b>
A. How to Register as a City Supplier .....	18
B. Proposal Questions and Submissions.....	18

- C. RFP Addenda ..... 19
- D. Public Disclosure..... 19
- E. Limitation on Communications During Solicitation..... 20
- F. Proposal Selection Shall not Imply Acceptance ..... 20
- G. Cybersecurity Risk Assessment ..... 20
- H. Solicitation Errors and Omissions ..... 20
- I. Objections to Solicitation Terms..... 21
- J. Protest Procedures ..... 21
- K. Proposal Term..... 22
- L. Revision to Proposal ..... 22
- M. Proposal Errors and Omissions ..... 22
- N. Financial Responsibility..... 22
- O. Proposer’s Obligations under the Campaign Reform Ordinance..... 22
- P. Reservations of Rights by the City ..... 23
- Q. No Waiver ..... 23
- R. Other ..... 23

## **I. INTRODUCTION AND SOLICITATION SCHEDULE**

### **A. Introduction**

#### **1. General**

This Request for Proposals (hereinafter “RFP” or “Solicitation”) is being issued by San Francisco Sheriff’s Office (hereinafter, “SFSO” or “City”). SFSO,

is seeking qualified suppliers (“Proposers”) to provide proposals (“Proposal”) for Pretrial Services, that offers robust programming with a continuum of pretrial supervision options. SFSO is seeking to contract with a provider experienced in providing such a continuum that upholds the presumption of innocence as outlined in federal law, while reducing incarceration and helping to maintain public safety. Components of this continuum will include:

- Probable Cause review
- Pretrial Risk Assessment
- Alternatives to Pretrial Incarceration with Levels of Supervision Matched to Risk
- Pretrial Diversion for persons charged with misdemeanors
- Group Facilitation

The City has approximately 65 departments, ranging from small to very large. Some departments maintain facilities located outside of the geographic limits of the City. SFSO shall order goods and/or services covered by the awarded contract(s) through the issuance of individual Purchase Orders and/or Task Orders which shall be released against the awarded contract(s) during the contract term.

#### **2. Selection Overview**

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

### **B. Anticipated Contract Term**

A contract awarded pursuant to this Solicitation shall be non-exclusive with an original term of up to three years. In addition, the Sheriff shall have three options to extend the term, for a period of two years each, by mutual agreement in writing. In the event such extension rights are exercised, all terms and conditions, requirements and specifications of the Agreement shall remain the same and apply during the renewal terms. The maximum contract period shall not exceed a total of nine years.

**C. Anticipated Contract Not to Exceed Amount**

A contract awarded pursuant to this Solicitation shall have a not to exceed (“NTE”) amount of \$21,869,499 for the initial term. All funding is contingent upon the availability of funds for every fiscal year covered under this RFP, satisfactory program performance, and demonstrated need for the proposed services. This amount is based on City’s estimated spend over the advertised initial contract term. Should City’s actual spend exceed its estimated spend for the initial term, City may in its sole discretion increase the contract NTE for the initial term. Should City exercise its options to extend the contract beyond the initial term, City may also elect to increase the NTE proportionally.

**D. Reserved (Indefinite Quantity, As-Needed Contract).**

**E. Cooperative Agreement**

Any other City department, public entity or non-profit made up of multiple public entities, may use the results of this Solicitation to obtain some or all of the commodities or services to be provided by Proposer under the same terms and conditions of any contract awarded pursuant to this Solicitation.

**F. Solicitation Schedule**

The anticipated schedule for this Solicitation is set forth below. These dates are tentative and subject to change. It is the responsibility of the Proposer to check for any Addenda to this Solicitation or other published pertinent information.

<b>Proposal Phase</b>	<b>Tentative Date</b>
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Period for Protesting Notice of Intent to Award	Within three (3) business days of the City's issuance of a Notice of Intent to Award.
<p style="text-align: center;"><b>Pre-Proposal Conference Details</b></p> <p>The Pre-Proposal Conference will begin at the time specified. Proposers’ representatives are urged to arrive on time. Topics already covered will not be repeated for the benefit of late arrivals. <b>Failure to attend the Pre-Proposal Conference shall not excuse the awarded Proposer from any obligations of a contract awarded pursuant to this Solicitation.</b> Any change or addition to the requirements contained in this Solicitation as a result of the Pre-Proposal Conference will be executed by a written Addendum to this Solicitation. It is the</p>	

responsibility of the Proposer to check for any Addendum to this Solicitation or other published pertinent information.

## **G. Contract Terms and Negotiations**

The successful Proposer will be required to enter into a contract substantially in the form attached hereto as Attachment 1, City's Contract Terms. **If Proposer is unable to accept City's Contract Terms substantially in the form presented, Proposer shall include a revised copy of City's Contract Terms with its Proposal.** The revised copy of City's Contract Terms must clearly:

- (1) Mark those sections to which it objects;
- (2) Set forth Proposer's alternative terms with respect to each such section; and
- (3) Explain the basis for each proposed change.

If a satisfactory contract(s) cannot be negotiated in a reasonable time, the City, in its sole discretion, may terminate negotiations. Upon termination of negotiations, City may begin negotiation with the Proposer that meets the Minimum Qualifications of this Solicitation whose Proposal receives the next highest-ranking score.

## **II. GOODS AND SERVICES REQUESTED**

### **A. Goods and/or Services Requested**

This Solicitation is being issued by SFSO. SFSO is seeking qualified Proposers to provide Proposals for effective Pretrial Services, by providing programming with a continuum of pretrial supervision options.

#### **1. General**

The San Francisco Sheriff's Office has made it a top priority to reduce recidivism and improve the outcomes of the incarcerated population and offering alternatives to incarceration while maintaining public safety. A key component of this effort is to provide effective pretrial programming with a continuum of pretrial supervision options. SFSO is seeking to contract with a provider experienced in providing such a continuum that upholds the presumption of innocence as outlined in federal law, while reducing incarceration and helping to maintain public safety. Components of this continuum will include:

- Probable Cause review
- Pretrial Risk Assessment
- Alternatives to Pretrial Incarceration with Levels of Supervision Matched to Risk
- Pretrial Diversion for persons charged with misdemeanors
- Group Facilitation

## 2. Background Information

The San Francisco County Jail system includes an intake and release facility, housing facilities and two community sites. The following list provides the capacity for each facility, location and the purpose for its use.

Facility	Location	Use
County Jail #1	425-7 <sup>th</sup> Street	Intake and Release – No Housing
County Jail #2	425-7 <sup>th</sup> Street	The only jail in the system that houses women, but it also houses men. This jail also houses a sub-acute psychiatric housing unit and a medical step down unit.
County Jail #3 and Annex	1 Moreland Drive, San Bruno	Men’s housing, pod design and newly reopened dorms in the Annex
Women’s Resource Center	930 Bryant Street	Reentry and education services for women
Community Programs	70 Oak Grove	Reentry and education services

Currently, all female inmates are housed at CJ#2, however; there are also male inmates and transgender, gender variant and intersex inmates housed at this jail. CJ#2 also operates a sub-acute psychiatric housing area for men and women as well as a medical step down unit for both men and women.

For calendar year 2024, the total number of bookings in the San Francisco county jail system was 13,817\*, while the approximate number of unique individuals booked was 11,116 based off of Name and Date of Birth.

The gender of the unique individuals booked was:

Female	2012
Male	8986
TGN	118

Of the unique individuals booked, the following information was recorded at the time of booking in terms of residence:

Out of County	2607
SF Resident	4913
Transient	3394
Unknown	202
Grand Total	11116

The race/ethnicity of unique individuals booked was:

API	750
Black	3672
Check	2
Hispanic	3265
Other	226

White 3201

The age range of the unique individuals booked was:

18-24yrs (TAY)	1446
25- 34yrs	3762
35-44	3357
45-54yrs	1533
55+	1017

### 3. Scope of Work

SFSO is seeking a contractor to provide the following Scope of Work. The Scope of Work is a general guide and is not a complete list of all work necessary to complete the project. Proposing teams may suggest a modified scope as part of their proposal. Successful proposals will contain the following core elements:

#### Probable Cause Facilitation

Probable cause refers to the process by which an arrest report is presented to the Duty Officer within 48 hours of arrest for a probable cause determination in compliance with the Supreme Court decision *Riverside vs. McLaughlin* (500 U.S.44), which held those arrested without a warrant are entitled to judicial determination of probable cause within 48 hours including weekends and holidays. 365 days per year, pretrial services staff will monitor arrested defendants who remain in custody and collect arrest reports from any law enforcement agency booking subjects into the San Francisco County Jail. This information is then prepared for review by the Duty Officer. The Duty Officer can: (1) find probable cause; (2) find no probable cause; or (3) authorize an extension of time for Probable Cause staff to obtain the arrest report. In the event that no probable cause is found, a certified copy of the order is presented to the Sheriff's Office and a notification is made to the District Attorney's Office.

#### Pretrial Risk Assessment

Judicial officers need information to make decisions about who poses a risk of failing to appear at scheduled court appearances (FTA) or new criminal activity (NCA) while on pretrial release. Research has identified factors that can be combined to assess defendants for likelihood of having a successful pretrial release. Using a pretrial risk assessment instrument to collect and provide this information to judges has been endorsed by the American Bar Association, the National Sheriffs' Association, the American Jail Association, and the National Association of Pretrial Services Agencies, among others. In April of 2016, the Sheriff's Office adopted the Arnold Foundation's Public Safety Assessment in order to provide pre-arraignment release recommendations regarding eligible defendants to judicial officers. Pretrial Services staff will assess eligible in-custody defendants utilizing the Public Safety Assessment (PSA) developed by the Arnold Foundation and present their cases to a judicial officer for possible pre arraignment release.

The procedural standards for pre-arraignment release include the following:

- Provide staff coverage 24-hour, 7-days per week.
- Determine eligibility for pre-arraignment release per 1270.1PC and 1319.5PC and communicate status of newly booked inmates to SFSO.
- Print, process, analyze, and summarize criminal history information, ensuring completeness and accuracy.

- Submit PSA workups for eligible cases within 8 hours of ID confirmation.
- Monitor the 18-hour timeline for judicial release determinations and ensure SFSO Records Unit receives “Decision Not Rendered” form if 18 hours has elapsed.
- Monitor the submission of declarations submitted by law enforcement agencies that may extend the 18-hour timeline to 30-hours.
- Make routine contact with San Francisco County Jail inmates to communicate the outcome of the judicial review including whether release was denied and bail was set by the Court.

The workup that is submitted to the Judicial Officer consists of the PSA generated court report, criminal history, summary of criminal history, the arrest report, and a cover sheet. CLETS certified staff will compile criminal history information on arrestees considered for pretrial release utilizing databases from the National Crime Information Center (NCIC), California Identification Index (CII), San Francisco Record of Arrest and Prosecution (RAP sheet), and the Department of Motor Vehicle records. The pretrial release decision is exclusively a judicial function. If a judge grants the defendant’s release, staff will inform the defendant of the conditions of their release. If the judge denies release, or if the defendant is ineligible for pre-arraignment release, then staff will provide the workups to the arraignment courts. Defendants ineligible for pre arraignment release include persons on felony probation, three or more FTA (failures to appear) within 3 years, current violent charges, or concurrently booked on an outstanding bench warrant. Staff will also review charging decisions made by the District Attorney’s Office to inform clients released pre-arraignment on the status of their case and to determine which workups will be delivered to the felony and misdemeanor courts. In addition, staff will be responsible for preparing work ups for surrender cases for defendants with outstanding District Attorney Warrants and upon request by a judge or defense attorney, at any stage of the proceedings.

### **Continuum of Supervision levels**

The PSA includes a decision making framework or grid that lays out different conditions and types of supervision. This grid is structured so that people with the greatest likelihood of pretrial success have no or very few conditions placed, while those who present more risk factors have more conditions imposed. Currently, the SFSO and San Francisco Superior Courts have agreed on three distinct levels of supervision:

1. **No Active Supervision-** Supervision entails providing defendants with court reminders.
2. **Minimal Supervision-** Supervision entails providing defendants with court reminders and requiring twice a week phone reporting to staff.
3. **Assertive Case Management-** Supervision entails providing defendants with court reminders and requiring four times a week reporting to staff in person and/or by phone.

Defendants released to Assertive Case Management (ACM) require the most supervision and SFSO is seeking a contractor skilled in providing intensive case management. ACM clients will be released from custody directly to staff who will escort them to the successful proposer’s office where staff will conduct a needs assessment, including the Brief Jail Mental Health Screening, and explain program requirements. Behavioral health needs, housing status, and other needs will be identified through this screening and will be used along with the PSA to inform release conditions. Client participation will be closely monitored by case managers and progress reports will be submitted to the Court. In addition, the following are work tasks assumed necessary to provide ACM supervision:

- Collaboration with community-based treatment providers and other supports that serve the target population, while maintaining an understanding of their capacities, and areas of expertise.
- Collaboration with the Department of Homelessness and Supportive Housing to ensure that all clients experiencing homelessness are assessed for Adult Coordinated Entry.

- Creation of release plans that ensure that expectations for each defendant are feasible, make sense to the defendant, and are presented in a consistent manner.
- Provision of strengths-based case management that works with clients to identify their strengths and focuses on maintaining protective factors.
- Service delivery that incorporates an understanding of the impact of trauma into assessment, treatment, and supervision practices.
- Service delivery that incorporates an individual assessment while recognizing that clients will be at different stages of behavioral change. Staff must be trained in Motivational Interviewing.
- Services that advance intrinsic motivations
- Provision of individual client progress reports to the Court and on-going cumulative evaluations of the program to SFSO and Court.
- Release facilitation and transportation of pretrial defendants to residential treatment at the request of the Court.

In addition, SFSO recognizes that a subset of ACM clients will have more acute mental health, primary care and substance abuse disorder treatment needs in conjunction with homelessness or unstable housing. A successful proposal will address these needs by identifying a multidisciplinary team of Clinicians, Case Managers, and Peer Advocates or Outreach Workers. SFSO encourages proposers to subcontract with a clinical partner that has expertise in the Department of Public Health's System of Care and who will be able to conduct an in-depth behavioral health assessment for clients flagged by the Brief Jail Mental Health Screening, along with ongoing counseling, support, referral, and placement advocacy services. In addition, staff should be prepared to accompany high needs clients to all of their court dates. When a client has not complied with release conditions, the staff must attempt to locate them. This may entail contacting friends and family, outreach to certain neighborhoods and establishments, collaborating with medical and/or other social service providers, and monitoring the jails and hospitals in case of re-incarceration or hospitalization. If a client fails to appear for court, outreach efforts will be continued in the hopes of assisting the client in filing a motion to recall the bench warrant. For those clients receiving clinical services through the program, plans should be made for transitions to post-adjudication care.

SFSO will further support these efforts by approving a budget line item to address the immediate needs of vulnerable clients, including short term hotel stays, and paying for transportation and identification, thereby ensuring that clients are able to engage with a case manager and begin to engage with treatment.

### **Pretrial Diversion**

Pretrial Diversion provides offenders the opportunity to complete a program, or community service in lieu of traditional criminal proceedings. Successful completion of the program will result in the dismissal of the case. Eligibility for Pretrial Diversion is established by the District Attorney pursuant to California Penal Code Sections 1001.2(b). In addition to community service hours, programs may include substance abuse treatment, anger management classes, parenting or domestic violence groups.

Staff will conduct interviews with each client referred to formulate an appropriate treatment plan to best address court-ordered requirements along with the client's needs. Staff will also prepare eligibility reports and progress reports for the Court. Clients should be provided with an array of treatment options, which include gender-specific programming options and treatment options for non-English speakers.

In many cases, staff will have discretion to determine whether a client is required to appear in court. For those clients who have maintained contact and progressed on their treatment plan, staff

can choose to waive a client's appearance. If a client is not in compliance with a court order, or has not been adhering to the service plan, the client will be required to attend court. Conversely, if a client has demonstrated consistent progress and has maintained contact with staff as directed, staff can waive their appearances.

### **Group Facilitation**

Recognizing that clients on pretrial supervision or diversion often require immediate access to a variety of group intervention options, SFSO seeks to support the provision of groups that are designed to assist clients facing problems associated with: substance abuse, criminal thinking, anger management and mental health concerns.

A successful proposal will include specific curriculum with a description and the number of hours for completion. The department expects the successful proposal to identify the best practices, proven principles and service modalities the proposer intends to utilize in the administration of the contract. Any and all curriculum that utilizes a movie or audio-visual presentation shall include an adult learning concept to discuss and explain the purpose of the exercise. SFSO is especially seeking cognitive based interventions, which help clients to confront thinking patterns that promote criminal conduct and provide education on appropriately negotiating with authority. Proposals should also include information on how proposed programming will be responsive to learning styles, motivation, gender and culture.

A minimum of seven hours per week of group facilitation will be provided between 8am and 8 pm at the Community Program site located at 70 Oak Grove. A successful proposal will also include a gender-specific curriculum for self-identified females at the SFSO Women's Resource Center, located at 930 Bryant Street. The SFSO reserves the right to change the times and days at their sole discretion.

### **Staffing**

As in any successful program, we believe that the quality of the staff that provides services will have a direct impact on the future success of the participants in the program. Training is at the heart of effective pretrial responses; from leadership understanding and endorsement of legal and evidence-based practices in system design to line staff interacting productively with defendants on release. All proposers should have qualified staff with demonstrated competencies in their assigned duties. Case management staff should be knowledgeable about strategies for effectively engaging the client population including, cultural, language and gender-related competencies. Case managers should have a basic understanding of behavioral health disorders and understand how these illnesses could impact pretrial success. All program staff shall have training in recognizing and respecting all people's gender identity and successfully complete Prison Rape Elimination Act (PREA) training provided by the SFSO during the mandatory civilian orientation. The department is contracting units of service and expects that when a contractor's employee is absent from work, for whatever reason, a fully qualified employee (as identified previously) will replace them. All program staff must be able to pass a SFSO background that includes a fingerprint scan and must maintain compliance which is in accordance to the Department of Justice's regulations related to Criminal Justice Information System data.

### **Data Collection and Reporting**

Documenting interactions with clients is essential to effective case management. Recording casework information is a means of accountability to the client, the Court and the Sheriff's Office. A successful proposal will demonstrate the agency's capacity to maintain a sophisticated information management system(s) capable of providing reports required by the Sheriff's Office and the Courts. In addition, a successful proposal will include information on how client compliance is tracked and a

methodology for notification of the Court when clients are not in compliance with release conditions. The following are examples of reports that will be required:

- Times for the following events: ID confirmation, PSA workup submission, submission of any additional workup materials received after 8 hours, submission of affidavits by law enforcement agencies, judicial determination, no judicial decision if the 18 or 30 hours has expired without judicial determination, client release or notification to the client of release denial.
- Number of automatic release determinations (if no judicial decision) for all pre-arraignment cases.
- Number and submission information for all affidavits submitted by law enforcement agencies.
- Daily count of clients participating in all of the various components;
- Daily log of Criminal Offender Record Information (CORI) distribution;
- Quarterly and semi-annual performance metric reports including safety and appearance rates by supervision level;
- Regular data transfers to SFSO ITSS for analysis.

**B. Reserved.(Regulatory and Compliance Requirements Specific to the Goods/Services Solicited).**

**C. Green Purchasing Requirements**

In preparation for any Proposal submitted in response to this Solicitation, Proposers are required to review the City [Mandatory Green Purchasing Requirements](#) to ensure all goods and services offered to City in response to this Solicitation comply with the City's Green Purchasing Requirements. In addition, Proposers are encouraged to refer to [Attachment 1](#), City's Contract Terms, for additional details related to the Green Purchasing Requirements applicable to any contract awarded pursuant to this Solicitation.

**D. Reserved. (Alternates and Samples).**

**E. Reserved. (Freight on Board and Shipping Costs).**

**F. Reserved. (Additional Purchases).**

**III. RESERVED. (LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM REQUIREMENTS).**

**A. CMD Compliance Officer**

The CMD Compliance Officer (CCO) for this Solicitation and any Contract awarded pursuant to this Solicitation is:

Vivian Liu  
Contract Monitoring Division  
City and County of San Francisco  
Email: [Vivian.Y.Liu@sfgov.org](mailto:Vivian.Y.Liu@sfgov.org)  
Website: [www.sfgov.org/cmd](http://www.sfgov.org/cmd).

**B. Reserved (Application of LBE Rating Bonuses).**

**C. Reserved. (LBE Subcontracting Participation Requirements).**

There shall be no LBE Subcontracting Requirement for any Contract awarded pursuant to this Solicitation because [LBE Subcontracting Requirements were waived by the Contract Monitoring Division per CMD14B Prebid Waiver #14BPREDID0002762.](#)

**D. Reserved. (CMD LBE Forms).**

**E. Reserved. (LBE Payment and Utilization Tracking).**

**IV. PROPOSAL EVALUATION CRITERIA**

<b>Evaluation Phase</b>	<b>Maximum Points</b>
Minimum Qualifications Documentation	Pass/Fail
Budget Proposal	Pass/Fail
Written Proposal	50 Points
Oral Interviews	15 Points
<b>TOTAL</b>	<b>65 Points</b>

**V. MINIMUM QUALIFICATIONS DOCUMENTATION REQUIRED WITH PROPOSAL (PASS/FAIL)**

Proposers must provide documentation that clearly demonstrates each Minimum Qualification (MQ) listed below has been met. Minimum Qualification documentation should be clearly marked as “MQ1”, MQ2”, etc.... to indicate which MQ it supports. 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.** The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualifications.

<b>MQ #</b>	<b>Description</b>
<b>MQ #1</b>	Proposer’s proposed changes to Attachment 1, City’s Contract Terms, by the Proposal Due Date.
<b>MQ #2</b>	Completed Attachment 2, Proposer Questionnaire and References.
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<b>MQ #5</b>	Evidence that Proposer has 5 years of experience within the last 10years in the sale of goods and/or services requested by this Solicitation.

<b>MQ #6</b>	Proposers must be a 501(c) certified to provide service within the City and County of San Francisco. Non-profit organization must have an active governing Board of Directors, and an Executive Director responsible for the day to day management of the organization.
<b>MQ #7</b>	Proposer must have experience working with those impacted by the criminal system.
<b>MQ #8</b>	Proposer must be an approved City vendor at the time of the contract award.

## **VI. WRITTEN PROPOSAL (50 POINTS)**

In addition to submitting documents supporting each Minimum Qualification as required by this Solicitation, Proposers shall also submit a complete Proposal consisting of each item set forth **below**.

1. **Table of Contents ( 1 page )**
  - All pages of the proposal, including all enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.
2. **Introduction and Executive Summary (up to 2 page)**
  - Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.
3. **Project Approach (up to 30 pages)**
  - Describe the services and activities, per project, that your firm proposes to provide to the City. Include the following information:
  - Overall scope of work tasks;
  - Schedule and ability to complete the project within the City's required time frame;
  - Assignment of work within your firm's work team;
  - Description of the best practices, proven principles and service modalities the proposer intends to utilize in the administration of the contract.
  - A plan for collaboration with assigned SFSO Program Coordinators and sworn employees to promote a safe and therapeutic environment;
  - Describe data collections methods and how Proposer will track outcomes of program participants.
4. **Firm Qualifications (up to 5 pages per collaborator).**
  - If multiple agencies are collaborating on a proposal each agency should complete an explanation of qualifications)
  - Provide information on your firm and team qualifications and how these qualifications will enable your firm to provide the services described in the scope of work. Include the following:
  - Name, address, and telephone number of a contact person;
  - A brief description of your firm;
  - Experience in working in a correctional setting;

- Ability to collaborate with law enforcement as well as how any joint venture or association would be structured;
- A description of not more than three projects similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each. Descriptions should be limited to one page for each project. If joint consultants or sub consultants are proposed provide the above information for each;
- Organizational chart that shows how the service fits into the firm's organization; and
- List of Board of Directors and dates of 2025 Board meetings. Please also indicate which meetings were open to the public per Chapter 12L of the S. F. Administrative code.

5. **Team Qualifications (up to 4 pages, not including organizational chart)**

- Provide a staffing plan for each of the following components:
  - Probable Cause review and Pretrial Risk Assessment
  - Alternatives to Pretrial Incarceration NAS, MS and ACM
  - Pretrial Diversion for persons charged with misdemeanors
  - Group Facilitation
- Show all positions that will contribute to providing the scope of work, including the position title, a summary of the position duties, the level of experience and education required for the position, whether the position is now filled, and the proposed hourly rate of pay. If the position is filled, provide the years of experience and educational background of the incumbent. Use the format defined below.
- Use the format defined below.

<u>Position Title</u>	<u>Position Duties</u>	<u>Level of Experience Required</u>	<u>Education Required</u>	<u>Filled</u>	<u>FTE Equivalent</u>	<u>Proposed Hourly Rate of Pay</u>
<u>Example: RFP Coordinator</u>	<u>Coordinate all Office RFP processes, including working with staff to develop Scope of Work, developing selection criteria, and administering process</u>	<u>3 years of equivalent work experience</u>	<u>Bachelor's Degree in related field, Master's Degree in related field may substitute for 1 year of experience</u>	<u>YES</u>	<u>1 FTE</u>	<u>\$X.XX</u>

The proposal will be evaluated by a selection committee comprised of parties with expertise in the needed services. The City intends to evaluate the proposals generally in accordance with the criteria itemized below.

The evaluation Panel will evaluate each written proposal meeting the minimum qualifications and requirement on a **50** point scale.

The Evaluation Panel will award points for each criteria on a scale of **1 to 10**, according to the following scale **(1-3)** Does Not Meet SFSO Expectations, **(4-6)** Meets SFSO Expectation, **(7-10)** Exceeds SFSO Expectations. Panelist’s scores for each criteria will be summed to obtain a total score for each Panelist. The scores of each Panelist will be averaged to obtain a total written score for each proposal. Scoring criteria are defined below.

<b>Written Evaluation Criteria</b>	<b>Max Score</b>
Understanding of each component and the tasks to be performed, etc.	10
Firm’s organizational structure is appropriate to effectively deliver Scope of Work	10
Proposed staffing plan is appropriate to provide the Scope of Work for each component	10
Firm’s information management systems are appropriate for necessary data collection and analysis	10
Budget proposal demonstrates an efficient use of resources	10
<b>Total</b>	<b>50</b>

**VII. BUDGET PROPOSAL (Pass/Fail)**

**A. Price Proposal Format and Allocation of Points**

In addition to submitting documents supporting each Minimum Qualification as required by this Solicitation, Proposers shall also submit a complete Price Proposal consisting of each item set forth **in Attachment 5, Budget Proposal Template.**

**B. Budget Proposal Evaluation Period**

The City will attempt to evaluate Price Proposals within one-hundred eighty (180) days after receipt of Proposals. If City requires additional evaluation time, all Proposers will be notified in writing of the new expected award date.

In addition to submitting documents supporting each Minimum Qualification as required by this Solicitation, Proposers shall also submit a complete Budget Proposal consisting of each item set forth below.

- a. Proposers must provide a detailed labor budget, where all project staff provide services directly to the client or directly supervise staff providing client services.
- b. Proposers may request up to 20% of their total labor budget, including benefits, in operational overhead. Overhead includes support staff such as administrative assistants, finance staff, and executive officers.
- c. Proposers must list all sub-contractors, describe the service provided, the hourly sub-contracting rate, and the maximum budgeted amount for each sub-contractor. Sub-contractors are not included in the labor budget. These services are not considered overhead.

The City intends to award this contract to the firm that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

**C. Price Discrepancies**

Where applicable, if there is a discrepancy between the Price Proposal and pricing entered by Proposer into the Supplier Portal, the Budget Proposal pricing will prevail. In the event of a discrepancy between the unit price and the extended price, the unit price will prevail.

**D. Reserved. (Proposing on Separate Items or in Aggregate(s)).**

**E. Reserved (Application of Discounts for Evaluating Lowest Responsive Proposer).**

**VIII. ORAL INTERVIEWS (15 POINTS)**

The Evaluation Panel will hold oral interviews with the top two scoring Proposers that have met the Minimum Qualifications and whose Written Proposals received a score of at least 35 Points. Prior to Oral interviews, the City will send a letter to each invited Proposer regarding the format and general rules of the interview. The City reserves the right to limit participation in the panel interviews to Proposers’ key/lead team members and to exclude, for example, sub-consultants on multiple teams. The interview evaluation process may include (and be scored based on) a presentation by the Proposer and/or interview questions from the Evaluation Panel. Those questions may include and be related to Proposers’ and key/lead team members’ qualifications, their work approach, project task descriptions, team organization, and any questions which seek to clarify Proposal components. Proposers may also be scored on follow-up questions if clarification of Proposer’s responses is necessary. The same set of interview questions will be used for all Proposers and shall be presented to Proposers **at least one week prior to the date of interview** to allow Proposers sufficient time to prepare their responses. The Evaluation Panel may ask follow-up questions if clarification of Proposer’s responses is necessary. The Evaluation Panel will proceed to evaluate each Proposer based on each Proposer’s presentation and responses.

In the oral section, the segments will be rated on a 1-5 scale as follows: (1-2) Does not meet SFSO expectations, (3-4) Meets SFSO expectations, (5) Exceeds SFSO expectations. The scores of the individual committee members will be averaged to obtain a score. The segments in the oral presentation are as follows:

Oral Presentation Evaluation Criteria	Max Score
Agency provides clear presentation of program goals and objectives for each component	5
Agency provides clear description of management and staff qualifications and experience	5
Agency has appropriate measure for tracking impact of services	5

Total	15
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The RFP Coordinator will sum the written proposal score and the oral presentation score to calculate the total proposal score. The proposer with the highest total proposal score will be notified of the Intent to Award. SFSO reserves the right to withhold an award or to make a partial award.

**IX. SUPPORTING DOCUMENTATION REQUIRED PRIOR TO CONTRACT EXECUTION**

Proposers must provide each Required Supporting Documentation (“RSD”) identified below prior to Award. Failure to do so may result in the Proposal being deemed Non-Responsive.

<b>RSD #1</b>	Evidence that Proposer is compliant or likely to become compliant within 30 calendar days of the Proposal Due Date with San Francisco Labor and Employment Code Articles 131 and 132.
<b>RSD #2</b>	<b>Completed Proposal Attachments:</b> <input type="checkbox"/> Attachment 6: HCAO and MCO Declaration Forms <input type="checkbox"/> Attachment 7: First Source Hiring Form <input type="checkbox"/> Attachment 8: Sweatfree Contracting Form(s) P-12U-A
<b>RSD #3</b>	Insurance in accordance with Article 5 of Attachment 1, City’s Contract Terms.
<b>RSD #4</b>	<b>Non-Profit Entities:</b> If Proposer is a non-profit organization and receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds: (1) a statement describing Proposer’s efforts to comply with the Chapter 12L provisions regarding public access to Proposer’s meetings and records, and (2) a summary and disposition 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. If no such complaints were filed, the Proposer shall include a statement to that effect.  <i>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.</i>

**X. FAILURE TO PROVIDE INSURANCE AND/OR BONDS**

Unless otherwise stated, within ten business days of the receipt of a notice of award of a Contract, the Proposer to whom the contract is awarded shall deliver the specified bond documents and/or insurance certificates and policy endorsements to City. If the Proposer fails or refuses to furnish the required bond and/or insurance within ten days after receiving notice

to award a Contract, City may, at its option, determine that the Proposer has abandoned its Proposal. Thereupon the tentative award of said contract to this Proposer shall be canceled and City shall notify the Proposer's surety and collect on the Proposer's bond (or the check accompanying its Proposal shall be deposited with the Treasurer of the City and County of San Francisco for collection). The proceeds thereof shall be retained by City as partial liquidated damages for failure of such Proposer to properly file the bonds and insurance herein required. The foregoing in no way limits the damages which are recoverable by City whether or not defined elsewhere in the contract documents.

## **XI. CITY'S SOCIAL AND ECONOMIC POLICY REQUIREMENTS**

The San Francisco Municipal Code establishes a number of requirements for people seeking to do business with the City ("Social and Economic Policy Requirements"). These Social and Economic Policy Requirements can be found in Attachment 1, City's Contract Terms, which Proposers are encouraged to carefully review. The Social and Economic Policy Requirements set forth below are not intended to be a complete list of all Social Policy Requirements applicable to this Solicitation and any contracts awarded from it.

### **A. Nondiscrimination Requirements**

A Proposer selected pursuant to this Solicitation may not, during the term of the Contract, 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 San Francisco Labor and Employment Code Articles 131 and 132. *Refer to Attachment 1, City's Contract Terms for additional details related to the application of this Ordinance to a contract awarded pursuant to this Solicitation.*

### **B. Payment of Prevailing Wages**

Services to be performed by an awarded Contractor under this Solicitation will involve the performance of work covered by the California Labor Code Sections 1720 and 1782, (collectively, "Covered Services"), which is incorporated into this Agreement as if fully set forth herein and will apply to any Covered Services performed by Contractor and its subcontractors. *Refer to Attachment 1, City's Contract Terms for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.*

### **C. Health Care Accountability Ordinance (HCAO)**

A Proposer selected pursuant to this Solicitation shall comply with Labor and Employment Code Article 121 For each Covered Employee, the awarded Contractor shall provide the appropriate health benefit set forth in Article 121.3. If the awarded Contractor 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 Article

121, as well as the Health Commission's minimum standards, is available on the web at <http://sfgov.org/olse/hcao>. An awarded Contractor is subject to the enforcement and penalty provisions in Article 121. Any Subcontract entered into by the awarded Contractor shall require any Subcontractor with 20 or more employees to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section. *Refer to Attachment 1, City's Contract Terms for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.*

#### **D. Minimum Compensation Ordinance (MCO)**

A Proposer selected pursuant to this Solicitation shall comply with Labor and Employment Code Article 111. For each Covered Employee, the awarded Contractor shall pay no less than the minimum compensation required by San Francisco Labor and Employment Code Article 111, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. An awarded Contractor is subject to the enforcement and penalty provisions in Article 111. Information about and the text of Article 111 is available on the web at <http://sfgov.org/olse/mco>. An awarded Contractor is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. *Refer to Attachment 1, City's Contract Terms for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.*

#### **E. First Source Hiring Program**

A Proposer selected pursuant to this Solicitation shall comply with all of the applicable provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code. *Refer to Attachment 1, City's Contract Terms for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.*

#### **F. Reserved (Sweatfree Procurement).**

#### **G. Non-Profit Entities**

To receive a contract under this Solicitation, any nonprofit Proposer must be in good standing with the California Attorney General's Registry of Charitable Trusts by the time of contract execution and must remain in good standing during the term of the agreement. Upon request, Proposer must provide documentation to the City demonstrating its good standing with applicable legal requirements. If Proposer will use any nonprofit subcontractors to perform the agreement, Proposer will be responsible for ensuring they are also in compliance with all requirements of the Attorney General's Registry of Charitable Trusts at the time of Contract execution and for the duration of the agreement.

#### **H. Other Social Policy Provisions**

Attachment 1, City's Contract Terms, identifies the City's applicable social policy provisions related to a contract awarded pursuant to this Solicitation. Proposers are encouraged to carefully review these terms and ensure they are able to comply with them.

## XII. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

### A. How to Register as a City Supplier

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

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

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

**Step 2:** Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector's Office and submit the online 12B Declaration for Article 131 (Equal Benefits Program) compliance 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.
- **Equal Benefits Program Inquiries:** For questions concerning the San Francisco Labor and Employment Code Articles 131 and 132, go to: [www.sfgov.org/cmd](http://www.sfgov.org/cmd).

### B. Proposal Questions and Submissions

#### 1. Proposer Questions and Requests for Clarification

Proposers shall address any questions regarding this Solicitation to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation. Proposers who fail to submit questions concerning this Solicitation and its requirements will waive all further rights to protest based on the specifications and conditions herein. **Questions must be submitted by email to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation no later than Written Questions Due Date.** A written Addendum will be executed addressing each question and answer and posted publicly. It is the responsibility of the Proposer to check for any Addenda and other updates that will be posted on the City's Supplier Portal: <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>. You must submit an electronic version of the documents, which includes the Proposal in Word and PDF format and the Budget Proposal in Excel format, one excel book per fiscal year.

#### 2. Proposal Format

Proposals must be created using a word processing software (e.g. Microsoft Word or Excel) and typed in a serif font (e.g.-Times New Roman). The document must have page margins of at least .5" on all sides. Information must be provided at a level of detail that enables effective evaluation and comparison between Proposals. Failure to follow formatting, submission, or content requirements, as well as page limit restrictions (if any), may negatively impact the evaluation of your Proposal.

### 3. Time and Place for Submission of Proposals

Prior to the Proposal submission deadline, Proposers must email their completed proposal to [Patricia.E.Martinez@sfgov.org](mailto:Patricia.E.Martinez@sfgov.org). Late submissions will not be considered. Each original Proposal received will be screened to ensure that all content required by this Solicitation is included. Partial or complete omission of any required content may disqualify Proposals from further consideration. Late Proposal submissions will not be considered and failure to adhere to the above requirements may result in the complete rejection of your Proposal.

#### C. RFP 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. Every Addendum will create a new version of the Sourcing Event and Proposers must monitor the event for new versions. **The Proposer shall be responsible for ensuring that its Proposal reflects any and all 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 PROPOSERS OF THE TERMS FOUND IN THIS SOLICITATION, ANY AND ALL ADDENDA ISSUED TO THIS SOLICITATION, AND THE PROPOSED CONTRACT TERMS.**

#### D. Public Disclosure

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

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

## **E. Limitation on Communications During Solicitation**

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancelation or final Award), Proposers and their subcontractors, vendors, representatives and/or other parties under Proposer's control, shall communicate solely with the Contract Administrator whose name appears in this Solicitation. Any attempt to communicate with any party other than the Contract Administrator whose name appears in this Solicitation – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

## **F. Proposal Selection Shall not Imply Acceptance**

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 approvals before the City may be legally bound thereby.

## **G. Cybersecurity Risk Assessment**

As part of City's evaluation process, City may engage in Cybersecurity Risk Assessment (CRA). CRA may be performed for each entity manufacturing the product, performing technical functions related to the product's performance, and/or accessing City's networks and systems. Where a prime contractor or reseller plays an active role in each of these activities, CRA may also be required for the prime contractor or reseller.

To conduct a CRA, City may collect as part of this Solicitation process one of the following two reports:

- **SOC-2 Type 2 Report:** Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy; or
- **City's Cyber Risk Assessment Questionnaire:** Proposer's responses to a City's Cyber Risk Assessment Questionnaire.

The above reports may be requested at such time City has selected or is considering a potential Proposer. The reports will be evaluated by the soliciting Department and the City's Department of Technology to identify existing or potential cyber risks to City. Should such risks be identified, City may afford a potential Proposer an opportunity to cure such risk within a period of time deemed reasonable to City. Such remediation and continuing compliance shall be subject to City's on-going review and audit through industry-standard methodologies, including but not limited to: on-site visits, review of the entities' cybersecurity program, penetration testing, and/or code reviews.

## **H. Solicitation Errors and Omissions**

Proposers are responsible for reviewing all portions of this Solicitation. Proposers are to promptly notify the City, in writing and to the Solicitation contact person if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the Solicitation. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Modifications and clarifications will be made by Addenda as provided below.

## **I. 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, no later than the deadline for questions, provide written notice to the City 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.

## **J. Protest Procedures**

### **1. 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.

### **2. Protest of Non-Responsible Determination**

Within three (3) business days of the City's issuance of a Notice of Non-Responsibility, a Proposer may submit a written Notice of Protest of Non-Responsibility. 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.

### **3. Protest of Contract Award**

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

### **4. 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 must be delivered by mail or email to the Contract Administrator whose name and contact information appears on the cover page to this Solicitation and received by the due dates stated above. 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.

#### **K. Proposal Term**

Submission of a Proposal signifies that the proposed products, 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.

#### **L. 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 Due Date for any Proposer. At any time during the Proposal evaluation process, the City may require a Proposer to provide oral or written clarification of its Proposal. The City reserves the right to make an award without further clarifications of Proposals received.

#### **M. Proposal Errors and Omissions**

Failure by the City to object to an error, omission, or deviation in the Proposal will in no way modify the Solicitation or excuse the Proposer from full compliance with the specifications of this Solicitation or any contract awarded pursuant to this Solicitation.

#### **N. 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.

#### **O. Proposer's Obligations under the Campaign Reform Ordinance**

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

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

This restriction applies to the party seeking the contract, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person

with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the awarded contract or Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

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

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

**P. Reservations of Rights by the City**

The issuance of this Solicitation does not constitute a guarantee by the City that a contract will be awarded or executed by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, Proposal, or Proposal procedure;
2. Reject any or all Proposals;
3. Reissue the Solicitation;
4. Prior to submission deadline for Proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this Solicitation, or the requirements for contents or format of the Proposals;
5. Procure any materials, equipment or services specified in this Solicitation by any other means; or
6. Determine that the subject goods or services are no longer necessary.

**Q. 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.

**R. Other**

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

- a. Any condition set forth in this Solicitation;

b. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and

c. Delivery time(s).

2. City reserves the right to inspect an awarded Proposer's place of business prior to award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.

3. Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another Proposer and may proceed against the original selectee for damages.

4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period of time requested.

5. Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.



# OFFICE OF THE SHERIFF CITY AND COUNTY OF SAN FRANCISCO

1 DR. CARLTON B. GOODLETT PLACE  
ROOM 456, CITY HALL  
SAN FRANCISCO, CALIFORNIA 94102



**Paul M. Miyamoto**  
SHERIFF

February 20, 2026

## **Bid Addendum No. 01**

**Request for Proposal No. SHF2026-01 / Sourcing Event #0000011465  
Pretrial Services**

**TO: ALL Proposers**

A. \*Please note the following change to the funding distribution of the RFP:

**The RFP currently reads under Section I. C. Anticipated Contract Not to Exceed Amount, on page 2:**

A contract awarded pursuant to this Solicitation shall have a not to exceed (“NTE”) amount of **\$21,869,499** for the initial term. All funding is contingent upon the availability of funds for every fiscal year covered under this RFP, satisfactory program performance, and demonstrated need for the proposed services. This amount is based on City’s estimated spend over the advertised initial contract term. Should City’s actual spend exceed its estimated spend for the initial term, City may in its sole discretion increase the contract NTE for the initial term. Should City exercise its options to extend the contract beyond the initial term, City may also elect to increase the NTE proportionally.

**This Addendum is to advise under Section I. C. Anticipated Contract Not to Exceed Amount on page 2 has been changed to the following:**

(See changes in red font)

A contract awarded pursuant to this Solicitation shall have a not to exceed (“NTE”) amount of **\$22,532,145** for the initial term. All funding is contingent upon the availability of funds for every fiscal year covered under this RFP, satisfactory program performance, and demonstrated need for the proposed services. This amount is based on City’s estimated spend over the advertised initial contract term. Should City’s actual spend exceed its estimated spend for the initial term, City may in its sole discretion increase the contract NTE for the initial term. Should City exercise its options to extend the contract beyond the initial term, City may also elect to increase the NTE proportionally.

B. \*Please note the following change to the proposal submission requirement of the RFP:

**The RFP currently reads under Section IX. Supporting Documentation Required Prior To Contract Execution on page 15:**

RSD #2 Completed Proposal Attachments:

- Attachment 6: HCAO and MCO Declaration Forms
- Attachment 7: First Source Hiring Form
- Attachment 8: Sweatfree Contracting Form(s) P-12U-A

**This Addendum is to advise under Section IX. Supporting Documentation Required Prior To Contract Execution on page 15 has been changed to the following:**

(See changes in red font)

RSD #2 Completed Proposal Attachments:

- Attachment 6: HCAO and MCO Declaration Forms
- Attachment 7: First Source Hiring Form
- ~~Attachment 8: Sweatfree Contracting Form(s) P-12U-A~~

If you have already submitted a bid, you are required to submit your bid amendment(s) before the bid due date in order to comply with the change(s) indicated above.

You must submit this Bid Addendum signed and dated as a PDF and include in bid proposal. Any bid amendments received after the bid due date will not be considered.

All other terms and conditions remain the same.

Acknowledgment of receipt:

\_\_\_\_\_  
Signature      Date

\_\_\_\_\_  
Print Name and Company Name



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**Paul M. Miyamoto**  
SHERIFF

February 20, 2026

## Questions and Answers No. 01

Request for Proposal No. SHF2026-01 / Sourcing Event #0000011465  
Pretrial Services

**TO: ALL Proposers**

\*This document lists question(s) raised by bidders regarding RFP #SHF2026-01 at the Pre-Bid Conference on February 13, 2026, and question(s) submitted by February 18, 2026:

**1. Does this mean Pretrial is not moving to probation?**

*The San Francisco Sheriff's Office intends to award a contract with a non-profit contractor to deliver Pretrial Services.*

**2. Regarding MQ #1, if our organization has no proposed changes to the City's contract terms, are we required to submit a memo affirming that, or is not submitting any redlines sufficient?**

*A memo is not required if there are no proposed changes to the City's contract terms. In such cases, no response is necessary.*

**3. Regarding RSD1, what types of documentation are acceptable as evidence for items 131 and 132? Would a memo on letterhead suffice, or are there preferred document types (e.g., handbooks, internal policy)?**

*Please provide your City Supplier ID and a memo on letterhead self-certifying your compliance with San Francisco Labor and Employment Code Articles 131 and 132.*

*For new vendors, please visit the following website and complete the Equal Benefits certification.*  
<https://www.sf.gov/comply-equal-benefits-program>

4. **Regarding MQ #6, does our 501(c)(3) verification alone satisfy this requirement, or is a memo on letterhead affirming an active Board of Directors and Executive Director also needed?**

*The 501(c)(3) verification alone will satisfy this requirement.*

5. **Regarding MQ #7, is addressing our experience with those impacted by the criminal system within the proposal narrative sufficient, or would you recommend an in-text citation or additional supporting documentation?**

*We recommend including an in-text citation or a brief statement outlining the relevant experience. You may provide one memo to cover proof of all MQs.*

6. **Regarding MQ #8, would a memo on letterhead providing our City vendor number be sufficient proof of being an approved City vendor?**

*Yes, providing your City vendor number is sufficient proof of being an approved City vendor. You may provide one memo to cover proof of all MQs.*

7. **Regarding Attachment 8, it is referenced under RSD2 on page 15 but does not appear in the attachment list on page 1 or in the Comments and Attachments section. Could you confirm whether it is still part of this RFP and provide the document if so?**

*Attachment 8 is not required for the RFP. Please refer to Bid Addendum No. 01.*

If you have already submitted a bid, you are required to submit your bid amendment(s) before the bid due date in order to comply with the change(s) indicated above.

You must submit this Questions and Answers signed and dated as a PDF and include in bid proposal. Any amendments received after the bid due date will not be considered.

All other terms and conditions remain the same.

Acknowledgment of receipt:

\_\_\_\_\_  
Signature      Date

\_\_\_\_\_  
Print Name and Company Name