City and County of San Francisco

Request for Proposals (RFP) #217

Economic Development Ambassador Grants

Issued by:	**Office of Economic and Workforce Development (OEWD)**
Date issued:	**Tuesday, June 8, 2021**
Proposals due:	**Tuesday, June 22, 2021 by 5:00 P.M.** **Only E-mailed Submissions will be accepted in accordance with public health and accessibility guidelines.** Complete submissions must be e-mailed to: oewd.procurement@sfgov.org
Questions about this RFP?	Submit questions via email to: **oewd.procurement@sfgov.org**
Need the RFP or application materials in alternative formats for persons with disabilities? Please email oewd.procurement@sfgov.org	

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I. Introduction, Overview and Schedule

COVID-19 has had a profound impact on our local and global economy. Since the onset of the public health crisis in San Francisco in March 2020, tens of thousands of local jobs have been lost and countless businesses closed, many permanently. Every corner of society and the economy has been impacted, though not all evenly. In San Francisco's recovery, improving conditions in Mid-Market and downtown neighborhoods will be integral to welcoming back office workers and tourists – key drivers for our economic recovery and the customers for our many small storefront businesses that have been dormant during the pandemic.

The funding in this Request for Proposals (RFP) responds to the recovery needs of OEWD's many stakeholders including the small business community, neighborhoods, nonprofit partners, elected leaders as well as the recommendations of the COVID-19 Economic Task Force. The RFP focuses on two new place-specific programs that support recovery, including targeted investments in: improved conditions for outdoor and public spaces, commercial corridors and business sectors.

The two distinct economic development programs in this RFP aim to support swift economic recovery and business stabilization efforts in the Mid-Market and downtown neighborhoods. The total amount of funding anticipated for initial one-year grant and contract awards is **$12,000,000.** These funds are pending approval in the City's Fiscal Year 21-22 budget and resulting grant awards may be adjusted commensurate with the outcome of the budget process.

Throughout the RFP, we ask our partners to consider and submit proposals that appropriately adapt their services and activities to a current and future reality defined by COVID-19. We look forward to receiving your proposals, as our partnership with you and your organizations will strengthen our collective efforts in realizing an equitable recovery for San Francisco's diverse communities.

About Invest In Neighborhoods (IIN)

The vision of the Invest In Neighborhoods (IIN) Division is to advance racial equity, diversity and inclusion in San Francisco's neighborhood commercial corridors so they are economically thriving, safe, resilient, sustainable, and meet the needs of local residents and users. In alignment with this vision, IIN's objectives are to strengthen small businesses, improve physical conditions, increase quality of life, and build community capacity.

In pursuit of these objectives, IIN offers programs that are designed to provide focused, customized assistance that meets the specific needs of San Francisco's neighborhood commercial corridors by leveraging existing programs from across multiple City departments and nonprofit partners. There are many programs offered through IIN for which more information can be found at www.oewd.org/neighborhoods

A. Eligible Applicants

You are eligible to apply if you:

- Are a nonprofit organization, registered with the Internal Revenue Service and in good standing with the State of California's Registry of Charitable Trusts.
- Are not debarred or suspended from participation in local, State or Federal programs;
- Meet all minimum qualifications within the specific program area(s) you are interested in, as described in Section II below;
- Can comply with all local, state or federal laws and regulations if funded. Please see **Appendix C** and **Appendix D** for more information about general terms and conditions of City funding opportunities.

Please note that we are not accepting applications from Fiscal Sponsors for this RFP.

B. Available Funding

The initial round of funding is expected to come from the local City funds ("General Fund"). OEWD may also award a variety of federal, state or local funding including, but not limited to:

- Department of Labor - Workforce Innovation and Opportunity Act (WIOA), American Apprenticeship Grant, Emergency Funds, etc.
- US Small Business Association (SBA)
- Housing and Urban Development - Community Development Block Grant (CDBG)
- Other city, state, federal and non-government sources, such as contributions from private foundations

The funding amounts listed in this RFP are anticipated initial funding awards, based on current budget availability. Actual awards will be determined by the number of responsive proposals that meet OEWD strategies and objectives, and funding may be less or more. Please submit budget requests according to the limits in this RFP, however, OEWD may negotiate different funding allocations and project goals before finalizing awards. Should additional funding become available, award amounts may be increased significantly beyond the originally anticipated amount.

This RFP, and the proposals received as a result of it, may be used to justify funding decisions for other similar services and/or other funding that becomes available through OEWD or any other City department. OEWD, or other City agencies, will disclose any additional regulations or requirements during the negotiation process for grants or contracts that are awarded through this RFP and funded by other local, state, federal or non-city sources.

Nonprofit organizations funded by OEWD under this RFP may also be eligible to apply for funding under OEWD's nonprofit capacity fund. The goal of OEWD's nonprofit capacity fund is to maintain continuity of economic and workforce development services by potentially assisting OEWD's nonprofit suppliers with one-time, as-needed funds to support administrative operations and organizational effectiveness (e.g. leadership transition, strategic partnership). The fund is dependent on funding availability, and limited to nonprofit organizations who are currently funded by OEWD for the specific purpose of

providing economic and workforce development services. When funding becomes available, eligible nonprofit organizations currently funded by OEWD will be notified of the opportunity to apply for funding.

C. Technical Assistance

OEWD is committed to ensuring all applicants have a fair chance to compete for this funding. In recognition of the current public health climate, all technical assistance will be provided online/by phone. If you have any questions about this RFP, or need assistance with the application, please get in touch with our office at the following email address: oewd.procurement@sfgov.org

D. Service Period

Unless otherwise noted in the program descriptions, successful proposals will be funded for a term of one **(1) year**, beginning in fiscal year 2021-2022. In some cases, the City may renew or extend programming through fiscal year 2024-2025. All decisions regarding the size, length, and scope of future funding awards are subject to OEWD approval and budget availability. Future funding is not guaranteed, and funding amounts and terms will depend upon the performance of the grantee during the initial award period, as well as other policy considerations as determined by OEWD. Grantees will be asked at a minimum to submit a final report of their activities and, if OEWD elects to renew the award, a revised scope of work and budget for the renewal period(s) for OEWD review. OEWD reserves the right, in its sole discretion, to not renew funding awards.

E. Schedule

The anticipated schedule for awarding initial funding is as follows:

Proposal Phase	Date
RFP is issued by the City	Tuesday, June 8, 2021
Deadline for submission of written questions*	Tuesday, June 15, 2021
Answers to questions posted online	Wednesday, June 16, 2021 by end of day
Proposals due	**Tuesday, June 22, 2021 by 5:00 P.M.**
Committee Review	June 23-June 28, 2021
Grantee Selection and award notification	Anticipated June 30, 2021
Protest period ends	5 business days after award notification
Projects begin	Projects anticipated to start in July 2021 or later

Each date is subject to change. For the latest schedule, check: http://oewd.org/bid-opportunities/RFP-217

*Note: General administrative and specific program area questions must be submitted by June 15, 2021. Purely technical questions regarding how to find or navigate the RFP, appendices or application will be answered until the proposal submission deadline. Send an email to oewd.procurement@sfgov.org if you have technical assistance needs.

II. Program Areas and Scope of Work

This RFP includes **two (2)** distinct economic development programs.

Press "Ctrl" and click the hyperlink (Program Area Name) to navigate to a specific program.

#	Program Area Name	Maximum Budget Request per Proposal	Anticipated Number of Awards	Eligible Applicants	Page #
A	**Mid-Market/Tenderloin Community-Based Safety Program**	$4,500,000	1	Nonprofits	8
B	**Downtown Community Ambassador Program**	$7,500,000	1	Nonprofits	11

Program Area A: **Mid-Market/Tenderloin Community-Based Safety Program**

Anticipated Number of Awards: 1

Amount: Total amount of funding available under this program area is projected to be $8.3 million over two years, pending approval of the City's FY21-22 budget. Applicants may propose budgets up to **$4.5 million** for a 12 month term. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

Eligible Neighborhood(s): Mid-Market, Tenderloin and Civic Center

Target Population: Mid-Market, Tenderloin and Civic Center stakeholders including residents and businesses

Scope of Work:

OEWD is seeking proposals from **nonprofit organizations** to partner with government agencies and community stakeholders to manage the Mid-Market/Tenderloin Community-Based Safety Program, in alignment with the City's Recovery Plan goals of catalyzing neighborhood recovery and supporting cleanliness, health and safety in public spaces. Desired program boundaries are from Powell Station (5th Street) to 8th Street on Market Street and adjacent areas south of Market Street to Mission; UN Plaza; and the Tenderloin blocks bordered by Market Street, Larkin Street and Ellis Street.

The grantee will manage a partnership to coordinate daily management of cleaning and safety services in the targeted area and to deploy community ambassadors. The community ambassadors will engage with residents and visitors, support people in need and connect them with services, address safety issues, and support the improvement of conditions in the area. They will work in coordination with other City initiatives, including the Healthy Streets Operation Center, the new Street Response Teams, and others to ensure the appropriate response for different situations that may arise. Ideal vendor has a strong workforce development orientation. Grantee should be ready to launch the program by mid-August 2021.

Specific tasks include:

- Establish "joint operations" infrastructure to ensure regular coordination with City agencies with frontline workers; community benefits districts; business, property owner, and other community stakeholders.
- Identify, secure and oversee contract with community ambassador vendor
- Develop training with community ambassador vendor, ensuring adequate training in de-escalation and referrals to City outreach teams
- Oversee private sector component of daily joint operations coordination in conjunction with City agencies
- Oversee daily deployment of community ambassadors, providing direction to vendor, facilitating reporting and communicating to stakeholders

- Communicate about the program to the general public
- Collect feedback by surveying key community and City stakeholders, at minimum quarterly
- Raise matching funds from area businesses
- Manage City grant requirements, including programmatic and financial reporting

Performance Measures:

Applicant will be expected to report monthly on progress, including at minimum the following metrics:

- Number of blocks covered by community ambassadors
- Number of community ambassador posts per block
- Hours per week of community ambassador coverage
- Community stakeholder and City agency feedback

Minimum Qualifications:

Applicant must:

- Be a fully established nonprofit entity eligible to do business with the City and County of San Francisco
- Have an organizational mission with geographic reach that includes Mid-Market, Tenderloin and Civic Center neighborhoods
- Include area businesses and property owners as part of its membership and governance
- Apply on behalf of a collaborative or partnership that includes community benefit districts (CBDs) and business associations

Applicant and/or its application partners must:

- Have experience contracting with and providing regular direction to vendors who deploy daily cleaning and/or safety ambassador services
- Have experience managing deployment of daily cleaning and/or safety ambassador services in Mid-Market, Tenderloin or Civic Center area
- Have track record in fundraising from private businesses for similar programs
- Demonstrate success in dealing with diverse constituents, including a complex business and non-profit community and local governmental agencies
- Have a track record in working with multiple jurisdictions and agencies in San Francisco
- Have a track record managing budgets in excess of $3 million

Proposals submitted under this area must:

- Include commitment to deploy community ambassadors to all areas within the desired geography
- Include commitment to deploy community ambassadors by mid-August 2021
- Include leveraged resources (e.g. financial commitments, in-kind donations, staff time, etc.). Please detail leverage within Appendix B (Budget template) and describe in detail the leveraged resources in Section IV, Financial Management and Budget, of your proposal narrative.

Preferred Qualifications:

- Have experience contracting with nonprofit workforce development programs with a track record in creating jobs for people with barriers to employment, including Tenderloin residents, and express intention to create a workforce development component in this program
- Maintain a physical location within one of the eligible neighborhoods

Supplementary Questions:

Within your proposal narrative, please address all of the following Supplementary Questions under Section II, "Approach, Activities and Outcomes" (Question #6):

A. Please describe the partnership that is applying for this program and specifically detail roles for the community benefit districts and other key partners.
B. Please describe the applicant and/or its partners' experience contracting with nonprofit workforce development programs that create jobs for people with barriers to employment, including Tenderloin residents, and the intention to engage this type of partner organization for this program
C. Please describe the applicant and/or its partners' experience fundraising from private business for similar programs
D. Please detail the experience of the applicant and/or its partners in managing budgets in excess of $3 million dollars.

Supplementary Attachments:

- Please submit at least 2 and no more than 3 letters of support from core partners, including 1 Community Benefit District (CBD).

- In addition to the Organization Chart for the primary applicant, please also submit an Organizational Chart for the collaboration/partnership, detailing the roles and relationships between proposed partners.

Program Area B: **Downtown Community Ambassador Program**

Anticipated Number of Awards: 1

Amount: Total amount of funding available under this program area is projected to be $12.5 million over two years, pending approval of the City's FY21-22 budget. Applicants may propose budgets up to **$7.5 million** for a 12 month term. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

Eligible Neighborhood(s): Greater downtown east of Fifth and Mason and key tourist destinations including Chinatown and Fisherman's Wharf.

Target Population: Downtown and key tourist destination public space stakeholders including residents, businesses and visitors

Scope of Work:

OEWD is seeking proposals from **nonprofit organizations** to partner with government agencies and community stakeholders to manage the Downtown Community Ambassador Program, in alignment with the City's Recovery Plan goals of catalyzing neighborhood recovery and supporting cleanliness, health and safety in public spaces.

The grantee will manage a new program to expand the presence of Community Ambassadors in Downtown transit hubs and key tourist destinations. Community Ambassadors will provide a consistently welcoming atmosphere for returning office workers, residents, and tourists in the downtown area and support the reopening of storefront businesses. They will engage with commuters and visitors to provide hospitality and wayfinding services, engage with people who may be in distress to address safety issues and access appropriate City services, and will monitor the conditions of sidewalks and public spaces, calling in issues to City departments as needed. Starting in Fall 2021, Community Ambassadors should be stationed at downtown transit hubs and key downtown and downtown-adjacent tourist destinations, which may include Fisherman's Wharf and Chinatown neighborhoods. The Community Ambassador Program builds on the success, augments the resources of, and will coordinate with similar programs created by area Community Benefit Districts (CBDs).

Specific tasks include:

- Develop detailed scope of work detailing desired locations, numbers and schedules for community ambassadors, to be approved by OEWD
- Establish mechanism for regular coordination with City agencies with frontline workers; community benefit districts; businesses, property owners, and other community stakeholders.
- Identify, secure and oversee contract with community ambassador vendor
- Develop training with community ambassador vendor, ensuring adequate training in de-escalation and referrals to City outreach teams

- Oversee daily deployment of community ambassadors, providing direction to vendor, facilitating reporting and communicating to stakeholders
- Communicate about the program to the general public
- Collect feedback by surveying key community and City stakeholders, at minimum quarterly
- Manage City grant requirements, including programmatic and financial reporting

Performance Measures:

Applicant will be expected to report monthly on progress, including at minimum the following metrics:

- Number of blocks covered by community ambassadors
- Number of community ambassador posts per block
- Hours per week of community ambassador coverage
- Community stakeholder and City agency feedback

Minimum Qualifications:

Applicant must:

- Be a fully established nonprofit entity eligible to do business with the City and County of San Francisco
- Have an organizational mission with geographic reach that is citywide and/or includes downtown east of Fifth and Mason and key tourist destinations including Chinatown and Fisherman's Wharf
- Include area businesses as part of its membership and governance
- Possess experience contracting with vendors who deploy daily cleaning and/or safety ambassador services
- Possess experience managing daily deployment of hospitality guides in multiple downtown and key tourist destinations
- Demonstrate success in dealing with diverse constituents, including a complex business and non-profit community, community benefit districts and local government agencies
- Demonstrate support from 2-3 community benefit districts (CBDs), as evidenced by letters of support
- Have a track record in working with multiple jurisdictions and agencies in San Francisco
- Have a track record managing budgets in excess of $10 million

Proposals submitted under this area must:

- Include commitment to deploy community ambassadors to all areas within the desired geography
- Include commitment to deploy community ambassadors by -September 2021

Preferred Qualifications:

- Have experience contracting with nonprofit workforce development programs with a track record in creating jobs for people with barriers to employment and express intention to create a workforce development component in this program
- Maintain a physical location within one of the eligible neighborhoods

Supplementary Questions:

Within your proposal narrative, please address all of the following Supplementary Questions under Section II, "Approach, Activities and Outcomes" (Question #6):

A. Please detail the applicant's experience contracting with vendors who deploy daily cleaning and/or safety ambassador services.
B. Please detail the applicant's experience managing daily deployment of hospitality guides in multiple downtown and key tourist destinations
C. Please describe how the applicant intends to coordinate with community benefit districts and public agencies to operate the program
D. Please describe the applicant and/or its partners' experience contracting with nonprofit workforce development programs that create jobs for people with barriers to employment and any intention to create a workforce development component in this program
E. Please detail the experience of the applicant in managing budgets in excess of $10 million dollars

Supplementary Attachments:

- Please submit at least 2 and no more than 3 letters of support from Community Benefit Districts (CBDs).

III. Application Process

A. How to Apply

Complete applications shall include all of the items listed in the Proposal Package Checklist, below. Instructions and tips on completing all Proposal Package documents are included following the Checklist and all templates noted can be downloaded from http://oewd.org/bid-opportunities/RFP-217.

Proposal Package Checklist - The following items must be completed and included in the application package.

Templates provided as Appendices to RFP 217:

☐ **Appendix A, Application** template – This template includes the question set that all applicants must respond to. If you are applying to both program areas in this RFP, please note that **a distinct proposal must be submitted for each program area.**

☐ **Appendix B, Proposed Budget** template – Please list your proposed project budget on this template and submit it with your application.

Additional required attachments:

☐ **Organizational Budget** (no template) – Organizational Budget for the current or last completed Fiscal Year for the Primary Applicant, the entity that will hold the contractual obligation if awarded (no template provided)**.**

☐ **Organizational Chart** (no template) – Organizational Chart for the Primary Applicant, the entity that will hold the contractual obligation if awarded (no template provided)**.**

Only Proposal Packages submitted using the approved templates with all required attachments will be considered for funding.

Alternative formats of templates may also be provided to individuals with disabilities by contacting oewd.procurement@sfgov.org before the submission deadline.

Additional Reference Materials, Requirements and Guidelines

The following documents are for reference only.

Appendix C, City Grant Terms (Form G-100), contains the standard requirements that apply to all nonprofit organizations doing business with the City.

Appendix D, Applicant Requirements and Guidelines

Appendix D is a reference document which outlines additional details related to the following topics:

- Eligible Applicants
- Organizational Capacity
- Board of Directors/Leadership/Stability
- General City Grant Requirements
- Additional Local Requirements
- Collaborations
- Conditions of Proposal

Appendix E, Supplier Registration Instructions, provides registration instructions to Applicants who are not current City Suppliers (vendors).

B. Proposal Package Submission

When all items are complete, submit the entire Proposal Package by **5:00 p.m. on Tuesday, June 22, 2021**. Complete proposal packages must be e-mailed to oewd.procurement@sfgov.org and received by the City server by 5:00 p.m.

Upon successful submission, you will receive an e-mail response to confirm your submission was received by the deadline. Save this information for future reference.

If you discover an error in your submission and need to submit a revised proposal, compile all items on the Proposal Package Checklist, follow the same steps as outlined above, and ensure that the revised submission is submitted before the deadline. Please also contact oewd.procurement@sfgov.org and confirm when that you are replacing your prior submission so that OEWD is able to identify the correct proposal that the Review Committee receives.

Again, all submissions, including supplementary materials, must be received by 5:00 p.m. on Tuesday, June 22, 2021 to be considered as part of the Proposal Review Process. **Early submission is highly encouraged.**

If you have any challenges with the application templates, please contact the Contracts and Grants Division at oewd.procurement@sfgov.org. The team will assist with technical issues until the submission deadline.

C. Best Practice Tips

- Use the Proposal Package Checklist to ensure your proposal is complete.
- Carefully review the minimum qualifications in the program area(s) you are interested in. Note that you may be eligible for some programs and not others.
- Write as clearly and succinctly as possible and respond directly to the questions as asked. Do not submit extra materials not requested.
- If you are submitting multiple proposals, please do not cross-reference content between proposals. For example, do not respond to questions with statements such as "Please see this answer in my proposal to Program Area B".
- No links to outside materials should be included in proposals, as the Review Committee will not review any websites, articles, videos, or documents during the review process.
- If a Program Area requests work samples (e.g. letters of support, photos of past projects or sample curriculum), include all requested files as attachments with your proposal prior to submission; these attachments will not be accepted after the deadline. **Note that the City server file size limit for attachments is 34MB.**

IV. Proposal Review Process

First, OEWD will review all proposals to determine if they are complete and eligible. Incomplete, late or otherwise ineligible proposals will not be considered and applicants will be notified if their proposals have been disqualified.

Next, a Review Committee will read and score all complete and eligible proposals. The Review Committee may consist of City and non-City staff and other individuals who have experience in the Program Areas in this RFP. If applicants are current OEWD grantees or contractors, OEWD may consider prior performance in our review.

The Review Committee consists of both "Tier 1" and "Tier 2" panels.

- Tier 1 Review - the primary review committee will review and score all responsive proposals on a 100-point scoring system as described in this RFP and in the Application (Appendix A).
- Tier 2 Review – an additional review committee will review and score all proposals on a 50 point scale of how well each meets the district or neighborhood need, project feasibility, and fulfillment of key department priorities, as applicable. Proposals will then be ranked and awarded on the total points received from both reviews.

At the discretion of the City, the review process may require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the applicant's facility or proposed project area.

Selection Criteria

Applications will be reviewed and evaluated using the criteria described in this section. Point values indicate the relative importance placed on each section and points will be awarded based on the extent to which the application addresses the criteria listed. Applicants should prepare their proposals with these criteria in mind.

Depending on the number and quality of proposals, applicants may be invited to be interviewed by the review committee to make a final selection. Each application will be considered individually and the organization's overall capacity in relation to the number of projects proposed will also be considered when projects and proposals are recommended for funding.

Tier 1 Scoring Criteria

<u>Applicant Qualifications and Staff Assignments (30 points)</u>

- The applicant's professional qualifications and the experience of proposed partners, subcontractors and staff

- Experience and track record implementing similar projects or proposed activities
- Clarity and feasibility of proposed staffing assignments, taking into consideration accessibility, availability and workload
- The application demonstrates a thorough understanding of the economic, social, financial, institutional or other issues that require a solution.
- Demonstration of community support

Approach, Activities, and Outcomes (40 points)

- The proposed project will contribute to achieving the goals and objectives stated in the RFP.
- The application presents a clear description of the proposed project, including a clear statement of goals and objectives
- The application presents a plan of action with details on the specific scope of services applicant(s) propose and how the proposed work will be accomplished.
- The application presents a reasonable timeline for implementing the proposed project including major milestones and target dates. It addresses factors that might speed or hinder implementation and explains how these factors would be managed.
- The design of the project reflects current knowledge on effective practices supported by applicants' experience and/or research and literature.
- The proposed project would involve the collaboration of partner organizations, entities, consultants or key individuals who would maximize the effectiveness and efficiency of service delivery. If a collaborative application is proposed, specific activities and the role, capacity, and contributions each partner will make to the proposed project is detailed.
- The proposed project reflects performance targets appropriate for the program.
- The proposal demonstrates the organization's capacity to carry out the proposed project by connecting current or previous experience with the proposed programming.

Performance Measurement and Reporting (15 Points)

- Applicant addresses how data on project activities, outputs and outcomes will be collected and reported.
- Applicant demonstrates they have or will develop the capacity to collect and manage data.
- The application provides an appropriate and feasible plan describing how data will be used to determine whether the needs identified are being met and whether project results are being achieved.

Financial Management and Budget (15 Points)

- Applicant provides a detailed budget narrative presenting reasonable costs that relate to activities proposed.
- The proposed budget is submitted on the required template and applicant's overall budget is of a size to reasonably expect successful delivery of the program.

- Applicant maintains strong fiscal controls and would ensure the prudent use, proper and timely disbursement and accurate accounting of funds awarded under this RFP.
- Additional resources are available to ensure implementation and sustainability of programming.

Tier 2 scoring criteria

Applicant Qualifications and Neighborhood Connection (15 points)

- Demonstrates capacity to implement projects related to the proposed activities
- Demonstrates an understanding of community and economic development principles
- Demonstrates an understanding of the neighborhood and connection to the needs and goals of the neighborhood

Program Goals and Objectives (35 points)

- The proposed project will contribute to achieving Invest In Neighborhood goals and objectives
- The proposed project demonstrates clear community support
- The proposal demonstrates an understanding of community stakeholders and community organizations, and possible considerations for project implementation
- The design of the project reflects deep knowledge and understanding of the neighborhood and/or City
- The proposed project is innovative and creative in implementing a solution to meet neighborhood needs

Clarifications

The City may contact applicants to clarify any portion of the proposal. All questions to the applicants will be submitted in writing and the answers, in writing, will be submitted, along with the proposals, to the Review Committee for scoring. Any attempt by an applicant to contact a member of the Review Committee during the proposal review process (other than submitting clarification questions or responding to any City-initiated contact) may result in the elimination of that proposal from consideration.

Selection

After the Review Committees have concluded the evaluation and scoring of the proposals, the results will be submitted to the Director of OEWD, and the appropriate oversight bodies, if necessary, for review and determination of the award. The tentative awardees whose proposal(s) are determined to meet the needs of the City will be recommended to negotiate a grant. If an applicant submits multiple proposals, the organization's overall capacity in relation to the number of projects proposed will also be considered when proposals are recommended for funding. All applicants will be notified of the results of the evaluation.

The tentative award may be conditioned on inclusion of changes/additional terms. Negotiations over the specific terms and language may be required before submission to the Civil Service Commission for approval, if applicable. If the City is unable to negotiate a satisfactory agreement with the winning applicant(s), the City may terminate negotiations with that applicant and proceed to negotiate with other qualified applicants in the order of their ranking in the evaluation process. This process may be repeated until a satisfactory grant agreement has been reached. Final award of the grant may be subject to approval by the Civil Service Commission, Board of Supervisors, Mayor, or other governing body.

Applicants who do not receive an award may appeal the decision. Applicants who receive a grant will be contacted to begin the grant negotiation process.

V. Protest Process

A. Protest of Non-Responsiveness Determination

If your proposal is deemed non-responsive, you will receive notice from the City explaining the reason for removing it from consideration. Within five calendar days of the City's issuance of a notice of non-responsiveness, any respondent 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. The protest must be received by the City on or before the fifth business 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 applicant, 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 Grant Award

Within five business days of the City's issuance of a notice of intent to award the grant, any applicant 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. The notice of protest must be received by the City on or before the fifth business 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 applicant, 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 5:00 p.m. on the due date. OEWD highly recommends submitting the protest via email. If a protest is mailed in hard copy, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or fax will not be considered. Scanned signed protest letters may be submitted via email to oewd.procurement@sfgov.org. Letters transmitted electronically must be sent in PDF format and be signed by an individual authorized to negotiate or sign agreements on behalf of the protesting organization.

Protests must be addressed to:

Contracts and Grants Division
Office of Economic and Workforce Development
One South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

Following the City's receipt of a timely protest, the City may decide to schedule a meeting to review and attempt to resolve the protest. The meeting will be scheduled within ten (10) calendar days of the receipt of the protest, in a format that follows public health and accessibility guidelines. If the City determines a meeting is not necessary to address the protest, the protestor can anticipate a written response from the City within 10 calendar days of submission of the letter of protest. **All protest determinations made by the Director of OEWD are final.**