

City and County of San Francisco
Office of the District Attorney

2018 Request for Proposals (RFP):

*Lesbian, Gay, Bisexual & Transgender (LGBT)
Services*

**Grant Period: July 1, 2018-June 30, 2021
RFP¹**

Date Issued	May 8, 2018
Open for Questions	May 8-14, 2018
Public Posting of Responses	May 15, 2018
Proposals Due	May 22, 2018 5:00 PM
Decision Notification	June 7, 2018

¹ City & County of San Francisco may exercise in its sole, absolute discretion to extend the term for a period of two years (through June 30, 2023)

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I. INTRODUCTION

Under the leadership of District Attorney George Gascón, the San Francisco District Attorney's Office (SFDA) strives to adhere to our social ideals and administer justice in an equitable manner. We work tirelessly to hold offenders accountable, protect and support victims, and innovate to break the cycle of crime. Our goal is to make San Francisco the safest large city in America – and to achieve this in partnership with the diverse stakeholders that comprise our community.

The SFDA is issuing this Request for Proposals (RFP) to identify one qualified community-based 501 (c) 3 non-profit organization (hereafter referred to as organization) demonstrating successful experience in providing evidence based services to Lesbian, Gay, Transgender and gender nonconforming (LGBT) individuals. The qualifying organization must demonstrate knowledge about the prevalence, depth and complexities of issues related to violence against the LGBT community including hate crimes, interpersonal violence and abuse. The ultimate objective of this funding strategy is to reduce the number of incidents of violence committed against LGBT communities and increase safety, opportunity and foster dignity for all people.

Additional detail about these components is provided in Section VI, Scope of Work, below.

II. SAN FRANCISCO DISTRICT ATTORNEY'S OFFICE VICTIM SERVICES DIVISION (VSD) OVERVIEW

The San Francisco District Attorney's Office, Victim Services Division (VSD), provides comprehensive advocacy and support to victims and witnesses of crime. There are natural cognitive, physical, social and emotional responses in aftermath of crime victimization. To overcome severe feelings of confusion, anger, guilt and fear, VSD staff address each victim's need for therapy and counseling through language-appropriate and culturally-appropriate referrals to programs that help similar victims manage emotional trauma associated with violent crime. Recognizing that the victim's needs do not end when the immediate trauma subsides, staff also address victim needs for follow-up counseling and support from formal and informal providers, including culturally and community-specific support groups. The VSD and our line Assistant District Attorneys work collaboratively with community based partners to minimize the negative effects of a crime on the lives of the children and families in our communities.

The VSD offers free services in English, Cantonese, Spanish, Vietnamese, and American Sign Language. Our Victim Advocates work to ensure that crime victims and their families are provided the services and information necessary to be an integral part of the criminal case process. It is our mission to ensure that victims are treated fairly and that your voice is heard. These services and our network of community based service providers is the safety-net that supports victims in the aftermath of crime.

III. SCHEDULE & IMPORTANT ELEMENTS

SUBMISSION TIMELINE

ESTIMATED TIMELINE (Dates may be subject to change)	
Request for Proposals Issued	5/8/18
Open for Questions	5/8/18
Question Submission Ends	5/14/18
Proposals Due	5/22/18
Qualified Award Letters Mailed	6/7/18

To apply in response to this Request for Proposals (RFP), please email a pdf of your proposal by 5:00 p.m. on May 22, 2018 to tara.anderson@sfgov.org

A. Open Question Period

The Victim Services Division will be available to answer question or clarifications by email to tara.anderson@sfgov.org from 5/8/18 to 5/14/18. Questions may include the following:

- Requirements and necessary forms for the RFP.
- City vendor compliance process that all funded agencies must complete.
- System-wide strategies SFDA is seeking to support through this RFP.

SFDA will provide written questions and answers from by 5/15/18 at www.sfdistrictattorney.org.

B. Assistance Available by E-Mail

SFDA is committed to providing as much clarity as possible during this RFP process. All questions must be submitted in writing to tara.anderson@sfgov.org no later than 5/14/18. Responses will be posted to a designated public area of www.sfdistrictattorney.org on 5/15/18.

Questions may be submitted in writing to tara.anderson@sfgov.org through **5/14/18**.

Questions will not be answered via telephone or in person by any SFDA staff member.

IV. TERMS OF QUALIFICATION

The San Francisco District Attorney (SFDA) seeks to identify one highly-qualified community based 501 (c) 3 non-profit organization demonstrating successful experience in providing evidence based services to LGBT individuals the period of July 1, 2018- June 30, 2021, as set forth in Section VI, Scope of Work, below. While the original term of this agreement is proposed for the period of 36 months, the San Francisco District Attorney's Office/City & County of San Francisco may exercise in its sole, absolute discretion to extend the term for a period of additional two years (through June 30, 2023).

The purpose of this RFP is to select the organization that will serve as SFDA's service partner. **The selected agency, collaborative, or agencies must maintain continuity of services for existing participants and seamlessly transition current participants into their program.**

Collaborations

Collaborative consortia, joint ventures, or a team of agencies with complementary skills and experience are permitted and highly encouraged to submit joint responses to this RFP.

Lead Agencies: Proposals from collaborative consortia, joint ventures, or teams must designate a lead agency, which will serve as the fiscal sponsor for the partners. This lead agency will be responsible and accountable for effectively and efficiently planning, managing, and delivering the services and activities described in this RFP. The lead agency must also demonstrate the management and financial capability needed to effectively and efficiently deliver the program proposed and account for the grant funds.

Subgranting: Applicants may include subgranting arrangements with other agencies; however, these arrangements must be made prior to submission of the proposal. Confirmation of a memorandum of understanding or other formal agreement between the applicant and subgrantor is required for any collaborative submissions to this RFP.

Right Not to Fund: If the submitted applications to this RFP are not deemed responsive, SFDA reserves the right not to issue grant agreements. SFDA may negotiate a separate process to provide the services identified in this RFP. The City will negotiate the scope of services, budget, deliverables, and timeline for each project it decides to pursue. There is no guarantee of a minimum amount of work or compensation for any of the Respondents selected.

V. REQUIREMENTS

SFDA seeks to fund applicants that share a vision, mission, goals, values, and commitment to partnership and collaboration to provide evidence based services to LGBT individuals. The qualifying organization must demonstrate knowledge about the prevalence, depth and complexities of issues related to violence against LGBT persons including hate crimes, interpersonal violence and abuse. This RFP seeks active partners in forging a responsive and dynamic system to provide the highest quality of services possible. Organization receiving funds through this RFP must be a San Francisco city-approved vendor, meet specific eligibility and contractual requirements, and operate in a spirit of community partnership.

A. Minimum Qualifications (Please also refer to Section VI, Scope of Work)

- Selected applicants will have a proven track record of providing relevant services.
- Commitment to full participation in a public-private partnership with the SFDA.
- Three years expertise implementing innovative programs serving the LGBT community.
- Expertise delivering community-based services for LGBT victims/survivors.
- Expertise in strengths-based, results-driven, service delivery.
- Experience providing services in collaboration with law enforcement.

B. Vendor Status

All organization funded via this RFP must be a City-approved vendor **at the time that RFP results are announced on June 7, 2018**, and not be on the City Vendor Debarred list before receiving funds. Organization that are not yet City-approved vendors should begin the certification process as soon as possible in order to ensure that they are able to meet this requirement if awarded a grant. Vendor application packets can be obtained from the Office of Contract Administration at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA 94102 or downloaded from their website at www.sfgov.org/oca. Subcontractors are not required to be City-approved vendors; only the lead organization or fiscal sponsor must be City-approved.

C. SFDA Eligibility Requirements

All applicants must meet all eligibility requirements in order to be considered for SFDA funding.

Non-Eligible Entities: No City agencies or department may apply.

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

D. SFDA Grant Requirements

Funded organization must comply with all requirements outlined in the attached grant agreement. In addition, SFDA has specific grant agreement requirements that must be met:

San Francisco Grant Requirements: The grantee must comply with City and County ordinances and contracting requirements. For more detailed information, see the Office of Contract

Administration website [at www.sfgov.org/oca](http://www.sfgov.org/oca). The grant requirements include but not limited to general liability and auto insurances, compliance with equal benefits ordinance, and current San Francisco business tax certificate, if applicable.

Fiscal and Organizational Practices: Organizations funded through this RFP are mandated to comply with all scheduled formal fiscal and organizational site visits.

Sunshine: Under 12L of the San Francisco administrative code, non-profits that receive in excess of \$250,000 in city funds must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public. This is commonly called the “Sunshine Act.”

Accessibility: Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.

Non-Discrimination: Organizations must comply with SF Human Rights Commission prohibitions against discrimination in fair housing and equal employment opportunity, and in awarding grants. Organizations must also comply with the Equal Benefits Ordinance for domestic partners. Additional information concerning these items can be found on the HRC website at <http://sf-hrc.org/>.

Religious Activity: Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.

Political Activity: No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code. Find details at: <http://www.sfethics.org/ethics/2011/06/-regulations-to-campaign-finance-reform-ordinance-san-francisco-campaign-and-governmental-conduct-co.html>

E. Grant Award

The selection process will include an evaluation of the minimum qualifications and written responses evaluated by SFDA staff and independent reviewers selected by SFDA. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby. If a satisfactory grant agreement cannot be negotiated in a reasonable time the SFDA, in its sole discretion, may terminate negotiations with the selected proposer.

The total award for July 1, 2018-June 30, 2021 (36 months) will not exceed \$314,088. City & County of San Francisco may commence the grant agreement on July 1, 2018 or after the day that the grant agreement is finalized, whichever date occurs first. Funding for the first year is \$104,696. Funding for subsequent years will depend on future availability of funds.

VI. SCOPE OF WORK

This RFP is intended to identify a community-based 501 (c) 3 non-profit organization to provide evidence based services to LGBT individuals. The qualifying organization must demonstrate knowledge about the prevalence, depth and complexities of issues related to LGBT violence including hate crimes, interpersonal violence and abuse.

The basic elements are set forth below.

A. Scope of Work: LGBT Services

The LGBT Services Goal is to reduce the number of incidents of hate crimes committed against LGBT communities and increase safety, opportunity and foster dignity for all people. The selected organization will be expected to:

1. Service Delivery
 - a. Provide high-impact, meaningful programming.
 - b. Administer assessments at intake and on an on-going basis to ensure appropriate service delivery.
 - c. Maintain memorandums of understanding with community service sites for effective participant placement.
 - d. Assist victims of violence in accessing, understanding and utilizing support services with emphasis on most vulnerable populations: transition age youth, elderly, women of color and domestic violence survivors.
 - e. Provide services in the community that address the cycle of violence and victimization, and promote safety and healing to LGBT individuals who are victims of domestic violence, hate crimes and other abuse.
 - f. Provide educational materials, presentations and resources to public and private partners that intersect with the LGBT community and that address issues of heterosexism, homophobia, racism, classism and reduction of stigma.
 - g. Inform the media, community, public services and law enforcement about the prevalence, depth and complexities of issues related to LGBT violence including hate crimes, interpersonal violence and abuse.

2. Program Reports & Planning
 - a. Provide quarterly program performance measure reports. The SFDA will incorporate specific performances measures, which will be incorporated into the grant agreement. These will include but not be limited to number of participants, participant demographics, and participant program status.
 - b. Participate in regular policy and planning meeting with SFDA staff and partner agencies.
 - c. Submit timely fiscal and program reports, as required, to SFDA.

3. File Maintenance.
 - e. Maintain complex file management system, including confidential information.
 - f. Maintain comprehensive electronic participant database.

B. Allowable Activities

Proposed activities may include but are not limited to:

- Street outreach
- Partnership with other service providers
- Outstations
- Individual counseling
- Group counseling
- Provide Advocacy: reporting, testifying, and restraining orders
- Hotline
- Drop in clinic/hours

VII. EVALUATION CRITERIA & TERMS OF RFP

This section describes the guidelines used for analyzing and evaluating the responses for selection. . It is the City’s intent to select Respondent(s) that provide the best overall proposal to the City inclusive of fee considerations. Respondents selected are not guaranteed a grant. This RFP does not in any way limit the City’s right to solicit grants for similar or identical services if, in the City’s sole and absolute discretion, it determines the Respondent list is inadequate to satisfy its needs.

The submission packages will be evaluated by SFDA staff and independent reviewers to identify qualified respondent(s). Proposals will be evaluated on responses to questions set out in Section VIII, below. Points will be awarded as follows:

Proposal Section	Total Points Possible
Mission, History & Accomplishments	20
Experience	40
Proposed Staffing	20
Proposed Budget	20

SFDA may commence negotiations of work upon after evaluating all responses. If a satisfactory agreement cannot be negotiated in a reasonable time frame, SFDA, in its sole discretion, may terminate negotiations with the respondent(s) and begin grant agreement negotiations with another qualified respondent(s).

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the SFDA, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the SFDA promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Addenda to RFP

The SFDA may modify the RFP, prior to the proposal due date, by issuing written addenda. Addenda will be posted on SFDA web site at www.sfdistrictattorney.org. Notwithstanding this provision, the proposer shall be responsible for ensuring that its proposal reflects any and all addenda issued by the SFDA prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer to visit the SFDA website before submitting its proposal to determine if the proposer has received all addenda.

C. Revision of Proposal

A proposer may revise a proposal on the proposer’s own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

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

At any time during the proposal evaluation process, the SFDA may require a proposer to provide oral or written clarification of its proposal. The SFDA reserves the right to make an award without further clarifications of proposals received.

D. Late or Conditional Proposals

Any proposal received by the office designated in this RFP after the exact time specified for receipt will not be considered. Proposals must be submitted as a pdf by email to tara.anderson@sfgov.org by 5 PM on May 22, 2018.

Any proposal may be rejected if it is conditional, incomplete, or deviates from specifications stated in this RFP. Minor deviations may be waived at the discretion of the City.

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VIII. SUBMISSION INSTRUCTIONS

Proposers are requested to respond to each of the following three sections on 8 ½ by 11 papers, one-sided, single-spaced, 12-font Times New Roman, and 1-inch margin. Responses beyond indicated page limit will not be read.

Please **email a pdf** of your proposal by **5:00 PM on May 22, 2018** to: Tara Anderson, tara.anderson@sfgov.org

A. Cover Page (1 page)

Submit a brief letter of introduction and executive summary of the response package on agency’s letterhead. The letter must be signed by the Executive Director, which authorizes the organization to obligate the organization to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your organization that your agency is willing and able to perform the commitments contained in the proposal(s). If submitting a collaborative application the letter should be submitted by the lead applicant.

B. General Overview and Summary (no page limit) – Note: an MS Word version of this template is available on the SFDA website, www.sfdistrictattorney.org.

Proposal Contact		Fiscal Agent Information (if applicable) <i>Organization Name:</i>	
Contact Name:		Contact Name:	
Title:		Title:	
Street Address:		Street Address:	
City & Zip Code:		City & Zip Code:	
Telephone:		Telephone:	
e-mail:		e-mail:	
General Information			
Is the agency a registered City Vendor?		Yes / No	
What is your agency’s current global budget?		\$	
Agency Information			
What is the agency’s mission?			
Number of years in providing criminal justice programs			
Is agency currently receiving funding from other City departments to provide these services?		Yes / No	
<i>If yes, please list CURRENTLY contracted work with which city departments, along with amount, duration of services, and a brief scope of work description:</i>			
<i>City Department</i>	<i>Duration</i>	<i>Amount</i>	<i>Scope of Work</i>
		\$	
		\$	
		\$	

C. Content—each proposal should address the following – (please refer to the following topics below for a specific page limit)

1. Mission, History & Accomplishments (LIMIT: 1 page)
 - a. How do your organization’s mission, history and accomplishments effectively demonstrate its ability to deliver the services sought in this RFP?
2. Experience (LIMIT: 3 pages)
 - a. Address all of the Minimum Qualifications identified in Section V: Requirements
 - b. Selected applicants will have a proven track record of providing relevant services.
 - c. Commitment to full participation in a public-private partnership with the SFDA.
 - d. Three years expertise administering innovative programs serving the LGBT community
 - e. Expertise delivering community-based services for LGBT victims.
 - f. Expertise in strengths-based, results-driven, service delivery.
 - g. Experience providing services in collaboration with law enforcement.
3. Proposed Staffing (LIMIT: 1 page for description; 2 pages for each resume or job description)
 - a. Describe your proposed staffing structure for the services sought in this RFP.
 - b. If you have identified staff who will be assigned to provide these services, provide a resume for each identified staff member that demonstrates his/her relevant education, training and experience.
 - c. If you have not identified staff who will be assigned to provide these services, provide a draft job description for each anticipated position that specifies required education, training and experience.

D. Proposed Budget (no page limit) – Note: an MS Excel version of this template is available in Appendix A and on the SFDA website, www.sfdistrictattorney.org.

Provide a suggested budget for the project, for the period July 1, 2018-June 30, 2021. Please note that the award will not exceed \$314,088. The selected agency is expected to maintain continuity of care for existing participants and serve roughly 120 participants over the course of the 36 month grant period, based on current program numbers.

IX. PROTEST PROCEDURES

A. Protest of Non-Responsiveness Determination

Within five (5) working days of the City's issuance of a notice of non-responsiveness, any Proposer that has submitted a response and believes that the City has incorrectly selected another Proposer for award may submit a written notice of protest by mail or e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5th) working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Respondent, 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 (5) working days of the City's issuance of a notice of intent to establish of a notice of intent to award a grant under this RFP, any Proposer 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 by mail or e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5th) working day after the City's issuance of the notice of intent to establish a grant agreement.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

All protests must be received by the specified date and time deadline. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that objectively will establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or by fax will not be considered.

Protests must be delivered to:

E-mail:

lorna.garrido@sfgov.org

Mail:

Lorna Garrido, Fiscal Grants and Contracts Manager

San Francisco District Attorney's Office

850 Bryant Street, Room 322, San Francisco, CA 94103

D. Protest Review

The City will confirm receipt of notice of protest by Proposer.

If a Proposer submits a complete and timely protest, the City will review notice of protest soon after receipt of the protest to determine validity of notice, including, but not limited to: (a) receipt by due date; (b) inclusion of a written statement specifying in detail each and every one of the grounds asserted for the protest; (c) signed by an individual authorized to represent the Proposer; (d) citation of the law, rule, local ordinance, procedure or RFP provision on which the protest is based; and (e) specification of facts and evidence sufficient for the City to determine the validity of the protest. The City, at its discretion, may make a determination regarding a protest without requesting further documents or information from the Proposer who submitted the protest. Accordingly, the initial protest must include all grounds of protest and all supporting documentation or evidence reasonably available to the prospective Proposer at the time the protest is submitted. If the Proposer later raises new grounds or evidence that were not included in the initial protest, but which could have been raised at that time, then the City may not consider such new grounds or new evidence. The review shall be an informal process conducted by the District Attorney's Office or its designee and will be based upon the information submitted by the Respondent in its protest letter. The District Attorney's Office will notify the Respondent in writing of its decision at the conclusion of the review. The decision of the City is final. The evaluation of proposals will not be delayed or postponed to allow for completion of a protest process.

Protests not received within the time and manner specified will not be considered. A Proposer's failure to protest as specified above on or before the time specified above shall constitute a complete and irrevocable waiver of the ground(s) of protest and forfeit the Proposer's right to raise such ground(s) of protest later in the procurement process, in a Government Code Claim, or in other legal proceeding.

APPENDIX A – BUDGET TEMPLATE

Note: an MS Excel version of this template is available on the SFDA website,
www.sfdistrictattorney.org.

[Organization/Project Name]			
SF District Attorney			
[Agreement Period]			
Personnel	Annual Salary	FTE	Total
[list positions]	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	Salaries Subtotal	0	\$ -
Benefits			
Fringe	[rate]		#VALUE!
	Salaries & Fringe Subtotal		#VALUE!
Other/Program Expenses			
	Other/Program Expenses Subtotal		\$ -
	Personnel & Program Expenses Subtotal		#VALUE!
Overhead			
	[rate]		#VALUE!
TOTAL OPERATING BUDGET			
			#VALUE!