

City and County of San Francisco

Request for Proposals for Victim of Crime Survivor Services Grants



- Due Date: March 15, 2019
- Total amount of funding available is \$750,000
- Grants will be made for a two-year period: June 1, 2019- June 30, 2021
- Awards will range between \$50,000-\$100,000 per year

January 29th

February 1st

February 8th

March 15th

April 30th

June 1, 2019

Release on RFP- available at <https://sfdistrictattorney.org>

Pre Proposal Conference 10am to 12pm 850 Bryant Street,
Room 450 San Francisco, CA 94103

Question Submission Ends

Proposal Due: email submissions to victimservices@sfgov.org
by 5pm.

Award Notification Mailed

Grant Period Begins

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I. BACKGROUND AND 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 violence and 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 San Francisco District Attorney's Office Victim Services Division (VSD) has worked with victims and witnesses of violent crime for more than 30 years. The VSD has developed a structure that allows for individualized support of victims with varied needs and backgrounds while providing for the provision of services across the City. The Division has four units: Advocacy, Claims, Restitution and Mass Casualty. The Division served 8500 victims of crime in 2017, representing a dramatic 74% increase since 2010.

The Victim Services Division provides a comprehensive range of trauma-informed services to victims and witnesses of crime. *Our goal is to help victims of crime mitigate the trauma, navigate the criminal justice system, and rebuild their lives.* Our advocates, compensation specialists, restitution staff, and mass casualty crimes team respond to the needs of victims, their families and others in the community affected by violent crime. This work supports the larger goal of the District Attorney's Office to provide parallel justice for victims of crime and ensure public safety for the entire community. Comprehensive services include:

- Crisis support services and counseling
- Information on rights as a crime victim
- Guidance in navigating the criminal justice system
- Emergency assistance: relocation, transportation, safety planning
- Referral to local resources and services- employment, housing, medical/dental, mental health, education, childcare
- Crime prevention information
- Assistance in filling out/submitting/processing applications for the California Victim Compensation Board (CalVCB)
- Assistance in seeking restitution
- Funeral Arrangements assistance
- Response to critical events

This Request for Proposals (RFP) is to expand the SFDA's partnership and collaboration with community-based service providers who serve victims and survivors of violent crime at any point of their trauma and recovery. We are particularly interested in reaching the most vulnerable, marginalized and those who traditionally have barriers to accessing services. The client, their family members or close relationships are eligible for secondary or tertiary services aimed at assisting the victim/survivor in the recovery from crime victimization. The crime or victimization does not need to be reported to law enforcement, charged as a crime, or have an

identified suspect, but must have some reasonable documentation of need for services related to victimization.

Our goal is to reach victims/survivors who need assistance, resources and services for their recovery. We are looking for innovative proposals from community service providers that reflect the values of the SFDA's office and who will partner with the Victim Services Division to ensure the victim/survivor has all the resources they need as they rebuild their lives.

1. General

The contract shall have an original term of 2 years. In addition, the City shall have the option to extend the term for a period of 1 additional year, which the City may exercise in its sole, absolute discretion.

The contract total compensation for the original period is expected to not exceed \$100,000. Should the contract be extended, the annual compensation will increase at a rate similar to the per year costs of the original term. Proposers may submit proposals with greater or lesser value, and cost and reasonableness of rates will be considered as part of the evaluation.

2. Contractors Unable to do Business with the City

a. **Generally**

Contractors that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into a contract with the City. Some of the laws are included in this RFP, or in the sample terms and conditions attached.

b. **Companies Headquartered in Certain States**

This Contract is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into contracts with companies headquartered in states with laws that perpetuate discrimination against LGBT populations or where any or all of the work on the contract will be performed in any of those states. Proposers are hereby advised that Proposers which have their United States headquarters in a state on the Covered State List, as that term is defined in Administrative Code Section 12X.3, or where any or all of the work on the contract will be performed in a state on the Covered State List may not enter into contracts with the City. A list of states on the Covered State List is available at the website of the City Administrator.

II. FUNDING PRIORITIES

Victims/ Survivors of Crime: Defined as a person who has been directly harmed by or threatened with physical injury or death by another person and has suffered physical or emotional harm as a result of that crime. For the purposes of this RFP, survivors or their family members, including parents or caregivers, siblings, grandparents, or other close relationships,

are eligible for services. The crime affecting the survivor does not have to have been reported, investigated, or charged to qualify.

a. Direct Services

This funding is to be used **for the provision of direct services**- services directly to, with and for the benefit of those who have been victims of crime from the areas of priority detailed in this RFP. Funding cannot be used for prevention of crime victimization, public information campaigns, events, direct payment to individuals, scholarships or grants.

Strong partnership with the San Francisco District Attorney’s Office Victim Services Division is a requirement of those applying for funding. Partnership will include referrals to and from the SFDA VSD, cross-training, and grant reporting obligations detailed in this RFP.

b. Priority Areas

- Domestic Violence
 - Services for special populations: LGBTQ, Elderly, Disabled, Immigrants, Men
 - Teen dating violence
 - Victim-centered restorative justice models
 - Group, peer support or other support services
 - Mental health, crisis response or other immediate services
- Sexual Assault
 - Crisis response services for survivors
 - Victim centered restorative justice models
 - Services for children survivors of sexual abuse
- Human Trafficking
 - Mental health services
 - Crisis response services
 - Case management
 - Resources and referrals

III. ANTICIPATED SELECTION SCHEDULE

a. Timeline

January 29th	RFP issued by the city- available at https://sfdistrictattorney.org
February 1st	Pre-proposal conference 10am to 12pm 850 Bryant Street, Room 450 San Francisco, CA 94103
February 8th	Deadline for submission of written questions
March 15th	Proposal Due: email submissions to victimservices@sfgov.org by 5pm.
April 15th	Oral Interview with firms selected for further consideration
June 1, 2019	Grant Period Begins

b. Pre-proposal Conference

The pre-proposal conference is not mandatory; however, it is highly recommended that all potential applicants attend. The purpose of the pre-proposal conference is to:

- Review the requirements and necessary forms for the RFP.
- Explain the city vendor compliance process that all funded agencies must complete.
- Describe the strategies the SFDA and Victim Services Division are seeking to support through this RFP.
- Respond to questions from potential applicants.

c. Assistance by Email

SFDA is committed to providing clarity and assistance in this RFP process. All questions must be submitted in writing via email to victimservices@sfgov.org **no later than February 8, 2019**.

Applicants are strongly encouraged to submit questions in advance of the pre-proposal conference so that the agenda can be organized to address frequently asked questions. The SFDA will provide written questions and answers by **February 15, 2019** at www.sfdistrictattorney.org.

IV. TERMS OF QUALIFICATIONS

a. Eligibility

Geography- must serve survivors who either 1) are residents of San Francisco, or 2) were the victim of a crime in San Francisco.

Tax Exempt Status- must have an IRS 501(c)(3) designation to be considered, no grants will be made to individuals.

Not Allowed: event sponsorship, funding for campaigns, scholarships, research, or grants or funds to individuals. This funding does not cover payment for property, loss of money or any other expenses otherwise covered by California Victims of Crime Compensation <https://victims.ca.gov/victims/coverage.aspx>.

b. Collaborations

Collaborative consortia, joint ventures, or a team of agencies with complementary skills and experience are permitted and encouraged to respond 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.

Subcontracting: Applicants may include sub-granting 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 sub-grantor 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 awards. SFDA may negotiate a separate process to cultivate 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. SUBMISSION REQUIREMENTS

SFDA seeks to fund applicants that share a vision, mission, goals, values, and commitment to partnership and collaboration to provide evidence-based, trauma-informed services to members of the community who have been impacted by crime and exposed to violence. This RFP seeks active partners in forging a responsive and dynamic system to provide the highest quality of services possible. Organizations receiving funds through this RFP must be a San Francisco city-approved vendor (or applying through a fiscal agent that is a San Francisco city-approved vendor), meet specific eligibility and contractual requirements, and operate in a spirit of community partnership including collaboration with the SFDA Victim Services Division.

a. Minimum Qualifications

- Selected applicants will have a proven track record of providing relevant services for minimum of 3 years.
- Partnership with the SFDA and the Victims Services Division.
- Three years of experience providing services to San Francisco residents who have been impacted by crime and exposure to violence.
- Expertise in trauma-informed, strengths-based, results-driven, service delivery.
- Knowledge about and experience delivering trauma-informed approaches.

b. Vendor Status

The 2019 Victim of Crime Survivors Fund RFP process is open to all non-profit 501(c)(3) organizations that wish to implement projects that will engage victims of crime survivors in services that assist in their recovery and healing from trauma and victimization. Organizations or community groups seeking to apply that do not have 501(c)(3) status or are not City-approved vendors may partner with an eligible organization to serve as their "fiscal agent" for grant purposes.

Applicants, or their fiscal sponsors, funded via this RFP must be a City-approved vendor **at the time that RFP results are announced on April 15, 2019**, and not be on the City Vendor Debarred list before receiving funds. Organizations 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 departments may apply. No for profit organizations are eligible to participate.
- 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 organizations must comply with all requirements outlined in the grant agreement. In addition, SFDA has the following specific grant agreement requirements that must be met:

- 1) *Quarterly Grant Reports*: Grantees will be expected to provide quarterly data on client numbers and demographics, progress toward goals and objectives and collaboration with Victim Services Division.
- 2) *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 contract requirements include general liability and auto insurances, compliance with equal benefits ordinance, and current San Francisco business tax certificate, if applicable.
- 3) *Fiscal and Organizational Practices*: Organizations funded through this RFP are mandated to comply with all scheduled formal fiscal and organizational site visits.
- 4) *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."

- 5) *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.
- 6) *Non-Discrimination*: Organizations must comply with SF Human Rights Commission (HRC) 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>.
- 7) *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.
- 8) *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>

VI. 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.

There is \$750,000 available for award over a two-year period. The total maximum award for the 2-year period, June 1, 2019 – June 30, 2021 (24 months) will not exceed \$200,000. It is anticipated that no more than 4 awards will be made. The City and County of San Francisco may commence the grant agreement on June 1, 2019 or after the day that the grant agreement is finalized, whichever date occurs first.

a. Scope of Work

This RFP is intended to identify community-based 501 (c)(3) non-profit organizations to provide direct services to community members in San Francisco who are impacted by crime and exposure to violence.

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. Rather than requiring a prescriptive service model, we encourage applicants to develop proposals that build on their 1) experience serving victim of crime survivors, 2) knowledge of trauma-informed, evidence-based practices, and 3) understanding of unmet needs. Examples include but are not limited to:

- Providing special emphasis on hard to reach and vulnerable populations;
- Improving access and utilization of services for hard-to-serve populations;
- Creating new direct services, including direct, peer, group, case management and therapeutic interventions; and
- Increasing and enhancing service capacity, both within agencies and across collaboratives.

The basic elements are set forth below.

Objective: to develop and implement a program that effectively provides trauma-informed services to victim of crime survivors who have been impacted by crime and exposure to violence.

b. Program Design & Implementation

- Develop and operate a program that is:
 - *Trauma-informed*: Realizes the widespread impact of trauma and understands potential paths for recovery; recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system; responds by fully integrating knowledge about trauma into policies, procedures and practices; and seeks to actively resist re-traumatization.
 - *Evidence-based*: applying the best available research results (evidence) when making decisions about program design and implementation.
 - *Culturally competent*: a set of congruent behaviors, attitudes and policies that come together in a system, agency or among professionals that enables effective work in cross-cultural situations.
 - *Developmentally appropriate*: the proposed program, curriculum, services, etc. are based on what participants can do cognitively, physically and emotionally at a certain age.
 - *Effectively staffed*: the staffing pattern is matched to complete proposed activities.
- Conduct outreach to engage population.
- Leverage existing community and City resources.
- Provide high-impact, meaningful programming.
- Track completion of measurable objectives.

c. Program Reports, Planning and Evaluation

Provide quarterly program performance measure reports. The SFDA will identify specific performance measures for grantees which will be incorporated into the grant agreement.

These will include but not be limited to number of participants, participant demographics, measurable objectives and participant program status.

- Participate in annual coordination and technical assistance meetings with SFDA staff and fellow grantees.
- Work collaboratively with SFDA Victim Services Division to refer clients who are or have been victims of crime for services and resources.
- Partner with other community-based services to provide comprehensive resources to clients.
- Submit timely fiscal and program reports, as required, to SFDA.

VII. EVALUATION CRITERIA AND SELECTION CRITERIA

This section describes the guidelines used for analyzing and evaluating the responses for selection. It is the City’s intent to select Respondents 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, in its sole and absolute discretion, to reject all proposals, and/or 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.

Proposals should clearly demonstrate that the qualifications are met. Insufficient or incomplete information may result in a proposal being considered non-responsive and may not be eligible for award of the contract. If required information is complete, but the department determines that the proposer does not meet minimum qualifications, proposer may be deemed non-responsible.

The proposals will be evaluated by a selection committee comprised of parties with expertise in victim services. The City intends to evaluate the proposals generally in accordance with the criteria itemized below. Up to 4 of the firms with the highest scoring proposals may be interviewed by the committee to make the final selection. Proposals will be evaluated on responses to questions set out below. Points will be awarded as follows:

Proposal Section	Total Points Possible
Mission, History & Accomplishments	20
Relevant Experience & Trauma-Informed Approaches	20
Proposed Program	30
Proposed Staffing	15
Proposed Budget Detail and Narrative	15

SFDA may commence negotiations of work upon identification of the most qualified respondent(s). 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. Screening of Minimum Qualifications

Each proposal will be reviewed for initial determinations on whether Proposer meets minimum qualifications referenced in Section V. of this RFP. Proposals will not be scored during the screening of Minimum Qualifications. This screening is simply a pass or fail determination as to whether the proposer has met the minimum qualifications. A proposal that fails to meet the minimum qualifications will not be eligible for 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. Clarifications are limited exchanges between the City and Proposer for the purpose of clarifying certain aspects of the proposal and will not provide a proposer the opportunity to revise or modify its proposals. Only proposals that meet the minimum qualifications can proceed to the next evaluation phases.

b. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than 72 hours prior to the date that proposals are due. Modifications and clarifications will be made by addenda as provided below.

c. 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.

d. 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.

e. 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 victimservices@sfgov.org by 5 PM on March 15, 2019.

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.

VIII. SUBMISSION REQUIREMENTS

Proposers are requested to respond to each of the following three sections on 8 ½ by 11 papers, one-sided, double-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 March 15, 2019** to: victimservices@sfgov.org

a. Cover 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, and Chair of the Board of Director or designee, which authorizes the organization to obligate the agency 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.

Agencies that are partnering with a fiscal sponsor must include a letter from the fiscal sponsor on that organization's letterhead that includes the name of the contact person, email address, telephone number, and fax number. The organization's Executive Director or leader must sign the letter.

b. Content

General Overview and Summary (LIMIT: 1 page) – Note: an MS Word version of this template will be 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	
Is the applicant serving as a fiscal agent?		Yes/ No	
<i>If yes, identify agency that will be operating</i>			
What is your agency’s current global budget?		\$	
Agency Information			
What is the agency’s mission?			
Number of years in providing services in San Francisco			
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>
		\$	
		\$	
		\$	

Content (please refer to following questions for specific page limit)

Mission, History & Accomplishments (LIMIT: 1 page)

How does your organization’s mission, history and accomplishments effectively demonstrate its ability to deliver the services sought in this RFP?

Qualifications (LIMIT: 2 pages)

Address all of the Minimum Qualifications identified in Section V: Requirements

- Proven track record of providing relevant services.
- History of participation in a public-private partnership with the SFDA Victim Services
- Three years of experience providing services victims of crime survivors and/or those exposed to violence.
- Expertise in trauma-focused, strengths-based, results-driven, service delivery.
- Experience providing services in collaboration with the criminal justice system.

- Staff training in trauma-informed approaches in the past three years

Project Approach (LIMIT: 3 pages)

- Program components/structure/duration.
- Target population and/or need that program will address.
- Goals and measurable objectives, including number of community members served or impacted by the program.
- Trauma-informed principles that the program will employ.
- Other evidence-based principles, if any, that the program will employ.
- Implementation timeline.

Proposed Staffing (LIMIT:1 page for description; up to 2 pages for each resume or job desc.)

Describe your proposed staffing structure for the services sought in this RFP.

- If you have identified staff who will be assigned to provide these services, provide a resume for each identified staff member that demonstrates their relevant education, training and experience.
- 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.
- How will staff be supported in:
 - Use of trauma-informed principles?
 - Managing secondary/vicarious trauma?

Proposed Budget (LIMIT: 3 pages– Note: an MS Excel version of this template is available in Appendix A and on the SFDA website www.sfdistrictattorney.org.

Provide a suggested two (2) year budget for the project, for the period June 1, 2019– June 30, 2021. Please note that the total amount awarded will not exceed \$200,000 and that anticipated grant amounts will be between \$50,000 and \$100,000 for each 12-month grant period. The Budget Detail and Narrative should include descriptions of the line items and the justification for the calculation.

Direct Costs- Should include all costs associated with developing and implementing a successful program in response to this RFP including but not limited to: personnel expenses, program related supplies, travel directly related to the provision of services, and other expenses.

Indirect Costs- We are aware that agencies have administrative costs and will allow up to 10% toward indirect cost as part of your program expenses

Certification of Headquarters in Accordance with Administrative Code Chapter 12X.

Proposals should contain the following statement: "I certify that my company is headquartered at the following address _____. I will notify the City if my company's headquarters moves."

Note: This is one-time funding. The SFDA does not make any commitments to fund beyond the two-year grant period.

IX. TERMS AND CONDITIONS

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than 72 hours prior to the date that proposals are due. Modifications and clarifications will be made by addenda as provided below.

B. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not less than 72 hours prior to the RFP deadline, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

C. Change Notices

The Department may modify the RFP, prior to the proposal due date, by issuing an Addendum to the RFP, which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Bid Addendum(s) issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Bid Addendum(s). It is the responsibility of the proposer to check for any Addendum, Questions and Answers, and updates, which will be posted on the City's Bid and Contracts website:

<http://mission.sfgov.org/OCABidPublication>

D. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 180 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the proposal may remain valid beyond the 180 day period in the circumstance of extended negotiations.

E. 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, 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 Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

F. Errors and Omissions in Proposal

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

G. Financial Responsibility

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

H. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

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

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

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a

particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. **Criminal.** Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. **Civil.** Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. **Administrative.** Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

I. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

J. Public Access to Meetings and Records

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

K. Reservations of Rights by the City

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

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

L. No Waiver

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

APPENDIX A – BUDGET TEMPLATE

Note: an MS Excel version of this template will be 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!

Appendix B

Standard Forms

B. How to become Eligible to Do Business with the City:

Before the City can award any award any contract to a contractor, all vendors must meet the minimum requirements described below. There may be additional requirements placed upon a vendor depending on the type of good or service to be purchased.

C. Mandatory Forms:

At a minimum, in order to become eligible to do business with the City, a vendor must submit the following documents to the Vendor Support Division via the City’s supplier portal located at <https://sfcitypartner.sfgov.org/> :

1. [Vendor Application Packet](#) (includes *New Vendor Number Request Form* and *IRS Form W-9*)
2. [CCSF Vendor - Business Registration \(Electronic Submission - you must have a vendor number to complete\)](#)
3. [CMD 12B-101 Declaration](#) of Nondiscrimination in Contracts and Benefits

D. Vendor Eligibility and Invoice Payment:



Vendors must have a City-issued vendor number, have all compliance paperwork submitted and approved by the City, and have an executed contract or purchase order before payments can be made. Once a vendor number has been assigned, an email notification will be provided by the City’s Vendor File Support Division. This notification will include instructions on how to sign up to receive payments through the City’s supplier portal located at <https://sfcitypartner.sfgov.org/> .

E. Vendor Eligibility Forms:

<u>Form</u>	<u>Purpose/Info</u>	<u>Routing</u>
CCSF Vendor - Business Registration (Electronic Submission - you must have a vendor number to complete)	This declaration is required for city vendors to determine if you are required to obtain a Business Registration Certificate.	https://sfcitypartner.sfgov.org/
Declaration of Nondiscrimination in Contracts and Benefits <i>with supporting documentation</i> (Form CMD-12B-101)	This Declaration is used by the City’s Contract Monitoring Division to determine if a vendor offers benefits to employees. When a vendor offers benefits, it must be verified that all benefits, including insurance plans and leaves, are offered equally to employees with spouses and employees with domestic partners. For more information and assistance, please visit the City	https://sfcitypartner.sfgov.org/

	Administrator’s Contract Monitoring Division Equal Benefits web page.	
Vendor Profile Application	Includes New Vendor Number Request Form and IRS Form W-9.	https://sfcitypartner.sfgov.org/

F. Supplemental Forms:

Form:	Required If:
Minimum Compensation Ordinance (MCO) Declaration ( pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors.
Health Care Accountability Ordinance (HCAO) Declaration ( pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 20 employees (more than 50 employees for nonprofit organizations), including employees of any parent, subsidiaries or subcontractors.
Insurance Requirements (pdf)	The solicitation requires the successful proposer to demonstrate proof of insurance.
Payment (Labor and Material) Bond (pdf)	The solicitation requires the awarded vendor to post a Payment (Labor and Material) bond.
Performance Bond (pdf)	The solicitation requires the awarded vendor to post a Performance bond.
Local Business Enterprise Program Application (Contract Monitoring Division)	You desire to participate in the City’s Local Business Enterprise Program which helps certain financially disadvantaged businesses increase their ability to compete effectively for City contracts

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