

Sourcing Event 0000008196
Attachment 4
Written Proposal Template

In addition to submitting documents supporting each Minimum Qualification as required by this Solicitation, Proposers shall also submit a complete Proposal consisting of each item set forth below. *The content of all Proposals must consist of the information specified below, in the order outlined below, in order to be deemed responsive.*

A. COVER PAGE

Submit a brief letter of introduction and executive summary of the response package on agency's letter head. 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. 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 letter head 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. MISSION, HISTORY (10 Points)

Provide a MAX 1 page summary of how your organization's mission, history and accomplishments demonstrate the ability to deliver services outlines in this RFP. In addition discuss your history of providing community-centered, culturally responsive and linguistically congruent service delivery model.

C. RELEVANT EXPERIENCE IN LGBTQ COMMUNITY-BASED SERVICES & APPROACHES (10 Points)

Provide a MAX 1 page description of your organization's proven track record of providing relevant services, based on current and/or previous projects. Include any history of participation in a public-private partnership with the SFDA Victim Service Division. Demonstration of two years of experience providing services to LGBTQ victims of crime and/or those exposed to violence. Experience with providing services in collaboration with the criminal justice system.

Proposer must describe [2] most recent project previously managed by the Proposer or, if applicable, JV Partners within the last 10 years.

1. **Similar Size and Scope:** Each project must be of the type and scope of services specified in this Solicitation.

2. **Project Details:** The descriptions shall include each item listed below.
- a. Project name;
 - b. Project scope summary;
 - c. Dates when the project was performed;
 - d. Project costs;

- e. Proposer's role and responsibilities in the project;
- f. Proposer's performance on delivering the project on schedule and on budget;
- g. Proposer staff members who worked on the project; and
- h. Client name, reference, and contact info.

D. PROPOSED PROGRAM DESIGN (30 Points)

Provide a MAX 2-page description of the Proposer's size and organization structure, including:

1. **Staffing plan (15 Points)** Provide the role, responsibilities, qualifications, and company affiliation of every individual on the Proposer team who will perform the services outlined in this Solicitation. Discuss each team member's background and experience to demonstrate a strong ability to successfully perform the work.

a. **Key/Lead Team Members.** Identify and provide resumes for all staff who will serve as the Key/Lead Team Members so that the Evaluation Panel can evaluate the ability of each team member to successfully fulfill their project roles and complete the scope of services.

b. **Team Organization Chart.** Attach an Organizational Chart that illustrates the team structure (include the integration/interaction with City project team staff). Note the Proposer name and title/role for each team member.

2. Description of Services being Provided/Program Design (15 Points)

Provide a MAX 2-page description describing overall work approach to successfully deliver services requested in this Solicitation by addressing each item listed below:

a. **Target population or Community need,** describe the need and/or population that will be addressed through this proposed service.

b. **Evidence based principles,** if any, that the program will employ.

c. **Communication,** processes for internal and external notification and resolution of technical conflicts. Process for communication with VSD.

d. **Project Management,** understanding of potential project/task issues and constraints, and approach to managing project-specific challenges to complete tasks on schedule and within budget.

e. **Outreach,** approach, and procedures for informing community and agency partners of service partnership with VSD.

f. **Conflict resolution,** approach, and procedures for contending with the public in adversarial or difficult situations.

E. PROPOSED IMPLEMENTATION PLAN (20 Points)

Provide a MAX 2 page outlining implementation steps and timelines. This should include:

- a. **Goals and measurable objectives**, including number of community members to be served/impacted by the program.
- b. **Implementation timeline**. Including hiring process, if applicable, to start of anticipated service line.
- c. **Coordinating/managing communication with City staff**, to meet project milestones and deliverable due dates.

F. PROPOSED BUDGET DETAIL AND NARRATIVE (30 Points)

Provide a MAX 3-page description of the budget detail, including:

1. **Budget projection**, provide a (2) year budget for the project for the period July 1, 2023-June 30, 2026, via provided budget template. 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. Agencies are allowed up to 10% toward indirect cost as part of your program expenses.

2. **Financial stability**, capacity and resources supported by two (2) most recent annual financial statements by which City can analyze Proposer's financial resources. If financial statements are unavailable provide explanation for it's omission.

3. **Legal stability**, a listing and description of any lawsuit resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Proposer or its insurers within the last five years.

4. **Monitoring approaches**, Approach for monitoring expended labor hours and tracking various factors affecting task costs. Include description (frequency, days after timesheet submittal) of project manager's access to reports on staff labors hours and other cost items.