

REQUEST FOR PROPOSALS
#DEC24-2 FOR:

San Francisco Family Resource Center Initiative

Bidders' Conference



REQUEST FOR PROPOSALS ISSUED: 12/4/2023

PRE-PROPOSAL CONFERENCE: 12/15/2023 11:30AM

DEADLINE TO SUBMIT PROPOSALS: 02/01/2024 12:00PM



Agenda and Guidelines

CHECK OUR WEBSITE for updates

1. Introduction of DEC Staff – please do not DM DEC staff with questions.
2. Sign in on chat – Name, Agency, and email
3. Overview of RFGA
- 4.. Q&A

1. Please hold all questions/concerns until the end of the presentation unless you cannot hear or other technical difficulty.
2. ALL questions/concerns must be in writing. Place questions in the chat ONLY. We may ask you to provide clarity or other information verbally. People only on voice will be able to ask questions and Brenda will write them in the chat.
3. Session will be recorded for DEC internal purposes and the powerpoint will be made available on our website
4. All responses to questions made today are subject to change. Final responses to the questions will be responded to in writing and placed on our website
5. Note that this powerpoint does NOT cover the RFGA in its entirety. Proposers should always reference the RFGA Summary, the Written Q&A Responses, and any updated amendments as posted on the DEC website for complete information. Do not submit materials without ensuring you are using the most up to date information.
6. After this session, we will only receive questions about technical issues with RFGA submissions or if you find an error in any of the RFGA documents. Refer to the RFGA for further information about this process which includes the deadline for these types of questions.

<https://sfdec.org/funding-opportunities/>



CAUTION

**FOLLOW
INSTRUCTIONS!**





Section 1: Introduction and Solicitation Schedule

Pages 7-13



A. Introduction

1. General

- The San Francisco's **Department of Early Childhood (DEC)** as lead agency, along with the **Department of Children Youth and Their Families (DCYF)** and the **San Francisco Human Services Agency- Family and Children Services (H.S.A.-FCS)**, hereafter known collectively as the "City," have developed this **Request for Grant Applications** (referenced throughout as RFGA or Solicitation) and are seeking entities interested in providing **Family Resource Center (FRC) Services**.

2. Background

- Important information about the **quantitative and qualitative data** which shows the need for and importance of our Family Resource Center Initiative including data on:
 - **Kindergarten Readiness** and the factors which predict and hinder readiness
 - **Population information** on the children and families with low rates of kindergarten readiness
 - Qualitative data from parents and community providers on the **quality and types of services they want to see FRCs provide including services across the age span, educational navigation, linkage to services, and respectful and culturally concordant services**
 - A **historical overview of the 15 year history** of the San Francisco FRC Initiative



3. Diversity, Inclusion and Racial Equity

- DEC is committed to a **culture of inclusion**; everyone should have what they need to thrive no matter their race, age, ability, gender, sexual orientation, ethnicity, or country of origin. The Department believes that **a diverse and inclusive workforce will produce more creative and innovative outcomes** for the organization, and ultimately, its clients.
- DEC is **committed to combating systemic racism and disparate impact** of governmental services by **advancing racial equity in all aspects of our work**, ensuring **access to services** and **providing support to communities** to ensure their ability to succeed and thrive.
- DEC seeks to **partner with community-based organizations that share these values** in their organizational culture and program services. The agency sees our contracted community-based partners and their work to enhance and further advance efforts to address racial equity and inclusion across San Francisco.
- **Respondents to this Solicitation must ensure that they clearly demonstrate how these values are exemplified through their organizational and program operations.** This should include a description of the organization's plans, strategies, and activities to address racial equity and inclusion among staff and program participants, as well as internal controls to regularly review current practices through the lens of racial equity and inclusion to identify areas of improvement.



4. Selection Overview

- Describes the overall process for selection
- Applicants will apply for one or more **neighborhoods** or **city wide populations** (listed in **Table A**).
- Proposers will need to meet **Minimum Qualifications** (MQ; listed in summary and on Form D) in order to move forwards to further review. DEC staff will determine if proposers meet MQs.
- Once MQs are met, the application will be sent to a **panel of experts** to review and score the application. The **minimum score to qualify for an award is 75**.
- If a FRC Type category (ie Neighborhood or Population) only receives a **single applicant**, DEC staff will do all review and to ensure the minimum score is met
- **Tie scores** may be resolved through any means deemed appropriate by the City, acting in its sole discretion, including through optional interviews and considering priority criteria such as geographic location and reaching a diversity of family populations.



B. Anticipated term: July 1, 2024-June 30, 2027 - subject to annual availability of funds, annual satisfactory contractor performance, and need. DEC reserves the right to enter into contracts of a shorter duration, or to extend all or some contracts for two additional one-year extensions through June 30, 2029.

C. Anticipated Not to Exceed Amount and Funding Amounts:

- Approximately **\$17,800,000 per year** which may increase or decrease depending on funding availability
- Grants **may be reduced or eliminated** in response to reduced allocations or decreased funding availability to any of the City funders.
- Grants made through this RFGA **may be augmented**, if funds become available without additional application processes provided they are in alignment with the scope and services outlined in this RFGA.
- **Funds unawarded** in one neighborhood or city-wide population category, may be shifted to another category.
- **Table A** shows the **maximum level of funding available** and **approximate number of FRCs** anticipated to be funded. Amounts were determined based on index of need, current funding levels, as well as through focus groups.
- The actual number of FRCs and funding levels will be based on review of the applications and availability of funding



**Table
A:**

	Neighborhood	Minimum Anticipated Number of FRCs	Maximum Total Funding Allocated Annually
1	Bay View	3	Up to \$2,729,000
2	Chinatown	3	Up to \$1,691,000
3	Excelsior	1	Up to \$566,000
4	Mission	2	Up to \$1,610,000
5	OMI	1	Up to \$1,004,000
6	Portola	1	Up to \$651,000
7	Potrero Hill	1	Up to \$807,000
8	Richmond	1	Up to \$474,000
9	South of Market, including Mission Bay	1	Up to \$529,000
10	Sunset, including Parkside and Outer Parkside	1	Up to \$632,000
11	Tenderloin/Mid-Market, including Treasure Island	1	Up to \$446,000
12	Visitacion Valley	1	Up to \$1,147,000
13	Western Addition	1	Up to \$978,000
	Neighborhood Total:	18	Up to \$13,264,000



Table A:

	City-Wide Population FRCS	Minimum Anticipated Number of FRCS	Maximum Total Funding Allocated Annually
	Families of Children with Special Health Care Needs (See Early Intervention and Specialized Services System of Care FRGA #DEC24-01)	(See Early Intervention and Specialized Services System of Care RFGA #DEC24-01)	(See Early Intervention and Specialized Services System of Care RFGA #DEC24-01)
1	Recent Immigrant Families	2 (grants will be awarded to the top scoring 2 applicants representing <u>different</u> population groups.)	Up to \$1,638,000
2	Children Exposed to Violence	1	Up to \$841,000
3	Homeless	2	Up to \$1,267,000
4	Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Families, includes parents who are LGBTQ as well as parents of children who are LGBTQ	1	Up to \$388,000
5	Young Parents, parents age under 24yrs	1	Up to \$402,000
	Population Total	7	Up to \$4,536,000



D. Solicitation Schedule

Table B (pg. 12)

Proposal Phase	Tentative Date
Request for Grant Applications Issued	Monday, December 4, 2023
Pre-Proposal Conference	Friday, December 15, 2023 11:30am-1:30pm Join Zoom Meeting https://us06web.zoom.us/j/89909911054 Meeting ID: 899 0991 1054
Mandatory Letter of Intent Deadline	Monday, January 8, 2024 5:59pm
Deadline for Written Questions	Wednesday, December 13, 2023 12:00pm All emails to: DEC-FRC-RFGA@sfgov.org
Deadline to Submit Proposals	Thursday, February 1, 2024 at 12:00pm
Tentative Evaluation of Proposals	February 2024
Tentative Notice of Contract Award	February 15, 2024-March 30, 2024



E. Limitations on Communications during Solicitation

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

F. Definitions of Acronyms Used – refer to page 13

G. Target Populations

- The **target for this grant**, in accordance with the DEC Diversity, Inclusion and Racial Equity policy previously stated in this RFGA, is to serve **all populations and ethnicities in San Francisco** and **include expertise for neighborhoods and city-wide populations who face inequitable access and barriers to services** and thus experience disparate educational, social, health, emotional, financial, and/or other wellbeing outcomes
- Recent **Kindergarten Readiness data and Community Index of Need data** was used to **statistically calculate priority rankings of San Francisco neighborhood needs based upon multiple factors** such as **poverty, health, child welfare, education and other indicators.**
- **Funding will be more heavily concentrated within San Francisco's high-need neighborhoods**, and will be inclusive of **centers that have expertise serving and reaching groups of families from under-represented communities who may experience more barriers to service access**, including but not limited to (not listed in any particular order):
 - parents under the age of 24;
 - African-American/Black families;
 - recent immigrant families;
 - unhoused families and those living in public housing sites;
 - low-income families;
 - pregnant people;
 - parents who are LGBTQ or who have LGBTQ youth;
 - families of children with special health care needs (**See Early Intervention and Specialized Services System of Care RFGA #DEC24-01**)
 - families of children exposed to violence.

Agencies will be expected to provide these and all families with the RFGA's requested services by prioritizing family engagement, enhancing cross-sector partnerships with other service providers, and leveraging existing agency and community resources in a way that enhances families' access to comprehensive resources.





Section II: Scope of Work

Pages 14-23



The City has developed a common vision for the Initiative that: All San Francisco children enjoy a solid foundation to support future success. The **FRCI Logic Model (Appendix 1)** and **Theory of Change (Appendix 2)**, which establish the activities and outcomes desired to achieve this vision, is anchored by the following four **Service Categories**:

- **Responsive Relationships:** Family members **learn from one another** and have **nurturing, supportive relationships inside and outside family resource centers**. Services **reduce social isolation** and increase social supports.
- **Parent Self-Efficacy:** Parents **understand developmental milestones**, believe they can **influence their child's development**, and use practices that promote milestone achievement. Services promote **understanding of child development** as well as supporting **parental resilience**.
- **School Readiness and Success:** Children **enter kindergarten with the cognitive, social/emotional, and physical skills that support school success**. Services include understanding about the **social-emotional competence of children**.
- **Stress Mitigation:** Parents/caregivers have **the information, resources, and connections to peers and professionals to successfully raise their children** in San Francisco. Services **connect families to concrete supports in times of need**.

While these are listed separately, nearly all FRC services touch upon multiple of these categories.



A. Description of Services

- **All FRCs will offer a core set of essential family support services to families with children birth to 17 in a placed-based model serving either a particular neighborhood of San Francisco or a city-wide population (See Table A).**
- Each FRC will also focus a portion of its efforts on either: a) families who are **pregnant, or who have very young children age birth to four years**; or b) on **families with children four to ten years and up.**
- **All proposers will respond to application questions for each age group; the specific focus and set of services will be determined based on applicant score, and neighborhood/population need.**
 - **Early Childhood focus:** These centers will offer programming for families of children birth to 17 with a focus on parenting needs related to pregnancy through four (4) years of age and are funded to serve neighborhoods and populations with special Early Childhood considerations such as high maternal/infant mortality or low breastfeeding rates, or high rates of system involvement.
 - **School Age focus:** These centers will offer programming for families of children birth to 17 with a focus on parenting needs related to raising children four to ten years of age and older and are funded to serve neighborhoods and populations with school readiness and success considerations such as low rates of kindergarten readiness, low test scores, high rates of school absences, or high rates of system involvement.

Service Cluster 1: Family Engagement and Cross Sector Partnerships (Table D)

A. Essential Service	B. Neighborhood/Population Applicants	C. Early Childhood Focus	D. School Age Focus
Intake and Retention	Required for both		
Direct and Indirect Outreach	Required for both		
Cross Sector Partnerships, Referral Paths and Connections		Age stratified required	Age stratified required
System-level supports to better meet the needs of diverse populations (provider training capacity-building, learning networks, additional workgroups/advisory boards, satellite sites)	Required for Population Applicants		

Service Cluster 2: Parent Leadership and Community Connections (Table E)

A. Essential Service	B. Neighborhood/Population Applicants	C. Early Childhood Focus	D. School Age Focus
Parent Advisory Committee	Required for both		
Community Events (including at least one event for the Week of the Young Child)	Required for both		



Service Cluster 3: Parent Caregiver Capacity and School Readiness and Success Activities (Table F)

A. Essential Service	B. Neighborhood/Population Applicants	C. Early Childhood Focus	D. School Age Focus
Curriculum Based Parent Education 2-12yr olds	Required for both		
Curriculum Based Parent Education Parents of Tweens/Teenagers		Optional pending need	Required
Parent Classes in School Readiness and Success, including kindergarten transition/enrollment and early/pre-literacy	Required for both		Additional classes required
Parent-Child Interactive Groups Age 0-4+		Age stratified required	Age stratified required
Support Groups and/or Workshops	Required for both (may be age stratified)		
Perinatal Supports: Doula, Lactation Support, Childbirth Preparation, Home Visiting for New Parents, collocation at birthing centers or pediatric offices, or other proposed perinatal supports		FRCs will offer at least one (1) or more of these services.	Optional pending need
Educational Supports: Workshops and groups on parent-school engagement, leadership and partnership; Early Literacy, Parent-Child Science, Technology, Engineering, Arts and Math (STEAM) classes; Educational Navigation, Collocation at schools, etc.		Optional pending need	FRCs will offer at least one (1) or more of these services.

Service Cluster 4: Formal Supports for Individual Families and Those At-Risk for System Involvement (Table G)

A. Essential Service	B. Neighborhood/Population Applicants
Basic Needs	Required for both
Basic Information and Referral; Family Advocacy; Intensive Case Management	Both types of FRC will offer at least one (1) or more of these services.
Differential Response (DR)	API Immigrant (1); Bay View (2); Chinatown (1) Homeless Families (1); Mission (1); OMI (1) Potrero (1); Visitacion Valley (1); Western Addition (1)
Enhanced Visitation (EV)	API Immigrant (1); Bay View (2); Chinatown (1) Homeless Families (1); Mission (1); OMI (1) Potrero (1); Visitacion Valley (1); Western Addition (1)
Mental Health Services	API Immigrant (1); Bay View (2); Chinatown (1) Homeless Families (1); Mission (1); OMI (1) Potrero (1); Visitacion Valley (1); Western Addition (1)



Appendix 3: FRC Activities Guide

- A guide scope of work/activity planning for the FRC Initiative. Each Family Resource Center develops a Scope of Work in negotiation with DEC and with consideration to funding level, Early Childhood or School Age focus, neighborhood and populations served, and agency capacity.
- Discretionary activities are activities which FRCs may choose to offer pending funding availability, service structure, and participant needs.
- It is a dictionary of sorts for how we define the Essential Services as well as other Discretionary Services which are permitted in the FRCI



- Proposers may be required to participate in **Families First Prevention Services Act (FFPSA) services**. A primary feature of FFPSA is the ability to offer an integrated model of intervention using a **Motivational Interviewing** approach, from prevention through aftercare, to improve safety, permanency, well-being and self-sufficiency outcomes for children and families. This intervention is focused on promoting concepts and strategies throughout multiple systems that connect, strengthen, and preserve families.
- The use of **evidence-based or informed practices** is strongly encouraged and may be required for some Essential Services, such as **Curriculum Based Parent Education** and/or as required through the **FFPSA** funded services.
- Services to **families with children older than 10 years is not prohibited**. All funded Proposers should be cognizant of the need to develop programming and address the needs of families with children of different ages as the parenting issues and support desired by parents can vary according to the age of their child. **School age focus FRCs are required to offer Curriculum Based Parent Education classes to parents of tweens-teens**.
- **Applicants should possess ability to serve diverse cultural and linguistic communities** in San Francisco. The **space utilized** in the delivery of Essential Services should be **inviting, have a distinctive welcoming, “family-friendly” supportive environment**, and should also **reflect and be representative** of San Francisco’s diverse families.

Guiding Principles (see Appendix 4):

- Family Support Principles
 - Protective Factors
- Research by the Harvard Center on the Developing Child
 - Trauma Informed Care/Healing Centered Engagement
- National Standards of Quality in Family Strengthening and Support
 - Wisconsin Core Competencies in Family Support



B. Objectives

1. Service Objectives:

- Articulated as performance measures
- DEC will negotiate with the successful bidder(s) to identify performance measures, i.e. service objectives, for each component of the scope of work. The performance measures will set target expectations for the frequency and levels of participation in scope of work activities and/or program satisfaction, accessibility and appeal
 - Duplicated and unduplicated participant counts
 - Numbers of sessions
 - Proposers will submit proposed metrics in the Program Narrative (Form F)

2. Outcome Objectives

- Long and short term objectives listed on pages 20-21 as well as in the Theory of Change (Appendix 2)
- Applicants funded through this RFGA are expected to be able to achieve their proposed service scopes in a manner that addresses these outcome objectives.
- Applicants will be expected to demonstrate how their proposed scope aligns with intended impact areas and addresses outcome objectives, linking back to the identified target populations.
- Applicants may also propose additional outcome objectives provided they are in alignment with the vision and goals of the Initiative.



C. Reporting Requirements

- Agencies awarded funds will be **required to track, analyze, and report on data** related to the following types of performance measures:
 - Measures of participation in services;
 - Measures of program quality; and
 - Measures of participant level changes and outcomes
- Funded agencies will also be asked to participate in the following activities specifically designed to support effective performance measurement and evaluation:
 - Use of a **standardized intake and data collection** process for new program participants;
 - Use of a **standardized contract monitoring and data tracking system** to capture fiscal information, implementation progress, participant demographics, and participant attendance in core services;
 - Use of a **standardized program quality assessment tools** (may be participant assessments of program and/or program self-assessments) to ensure compliance with minimum standards of quality (e.g. National Family Strengthening and Support Standards);
 - Use of **pre and post survey instruments** relevant to the desired outcomes (e.g. the Parent and Family Adjustment Scale is used pre and post all Curriculum Based Parent Education classes);
 - **Participation in training** as required, and ongoing support and oversight of staff to ensure effective administration of above data collection tools;
 - **Distribution and collection of forms to obtain client consent** to participate in data collection and evaluation activities;
 - **Analysis of collected data and reporting on the results** (as required)
 - Participation in studies to explore specific evaluation and research questions (as required)
- DEC is investigating and implementing options to **diversify the funding that finances family support activities**. Agencies awarded grants may be required to participate in **compliance and reporting activities** associated with these funding sources. This could include **time study, participant data reporting, additional performance measures**, and other activities.





Section III: Submission Requirements

Pages 24-25

Appendix 5: Application Instructions

- Proposers shall submit **via email one (1) electronic pdf copy** of the **proposal plus required separate attachments** to **DEC-FRC-RFGA@sfgov.org** by **no later than Thursday February 1, 2024 at 12:00pm.**
- Proposals must be **created using a word processing software** (e.g. Microsoft Word, Corel WordPerfect, LibreOffice, FocusWriter, etc), text should be **unjustified** (i.e., with a **ragged-right** margin) using a **12 point serif font** (e.g.-Times New Roman, and not Arial), **page margins should be at least 1”** on all sides (**excluding headers and footers**), **use 1.5 line spacing**, and **sections be within articulated page limits.**
- **Document footers** should include **sequential page numbers, agency name and FRC category** of the proposal (e.g., neighborhood name, population category)

What will I be submitting? (Appendix 5 cont'd)

- You will be submitting in ONE email, 3 PDFs
- **PDF 1: Proposal Packet**
 - **Filename:** Agency name.FRCTYPE.RFGADEC-02.Proposal
 - **ALL Forms (A-F)**
 - **Letters of commitment** from key partners/subcontractors (if applicable)
- **PDF 2: Attachments Packet**
 - **Filename:** Agency name.FRCTYPE.RFGADEC-02.Attachments
 - **Job Descriptions and resumes** of Key DIRECT Program Staff (max 10 pages; does not need to follow RFGA formatting requirements)
 - **FRC Organization chart** – include key partners/consultants/subcontractors
 - Maximum of 3 single page letters of reference
- **PDF 3: Other Attachments Packet [Not provided to reviewers for scoring]**
 - **Filename:** Agency name.FRCTYPE.RFGADEC-02.Other
 - **Contracts** – up to 2 pages – list relevant contracts with a description of services which have been completed in the last three (3) years; including failure or refusal to complete a contract. Include disclosure of any litigation including Respondent, subcontracts, or any principal officers thereof in connection with any contract or grant.
 - Most recent audited financial statements and cost allocation plan description
 - IRS determination letter of 501(c)(3) status
 - Agency Current Global Budget FY2023-2024



What are the Forms?

- **Form A: FRC Application Type:** tells what application type you are applying for (neighborhood or population)
- **Form B: Proposal Checklist:** All of the components of the application
- **Form C: FRC RFGA Cover Page:** tells us who is applying , what FRC type is being applied for, and contains authorization of your Executive Director for submitting the application
- **Form D: FRC Minimum Qualification Tables:** proposer affirms compliance with each of the MQs
- **Form E: Budget Form FY 24 Functional Budget:** form to submit your budget on. First tab has instructions along with page 45 of the summary
- **Form F: FRC Program Narrative:** contains the applicant questions and is where you propose your scope of work

Form F: Program Narrative

- Please be **clear and concise** in your answers.
- In order to make your proposal easier to read and assess, your **narrative should follow the structure outlined**, and **each section should include the listed titles in bold**.
- Be sure to **stay within the page limits listed** for each section.
- All narrative sections must use **Times New Roman 12pt font and 1.5 spacing (Word)**, with the exception of the **Budget/Leveraged Resources Narrative** section.

Form F: Program Narrative Cont'd

For the sections/tables for your proposed services:

- Each of the tables asks you to **provide a description of the program you are proposing to implement with funds from this RFGA** for either non-age-specific or age specific services. **Do not include services which will not be funded by this RFGA.**
- The description will provide **detailed information about the proposed Core Essential services** (provided in tables D through G in the RFGA Summary) **as well as other optional or discretionary activities you are proposing in each category.** * Note that **Core Essential Services are usually accompanied by Other/Discretionary services** such as child watch or developmental screenings, as an example. **A proposal without at least some Other/Discretionary services may result in a lower score.**
- Applicants should **reference the Activities Guide in Appendix 3** to ensure they are including in their proposal descriptions the required components of each proposed activity. Please **do NOT copy and paste from the Activities Guide**. You may reference the Activities Guide if appropriate in lieu of detailing all required components. However, it is up to the applicant to ensure that the reviewers can fully understand the quality and content of the activities you are proposing. Simply referencing the Activities Guide will not likely be enough. The RFGA permits applicants to propose other or additional services not referenced; however they must achieve the same outcomes, objectives, goals and purposes described in the RFGA.
- **Your programs should be tailored to meet the needs of your neighborhood/city-wide population; this includes desirability of the services.**
- Please **complete all cells of each table** for which you are proposing to provide services with RFGA funds.
- Tables and/or cells **submitted blank** by the applicant will indicate that the service(s) and/or service component(s) **will not be provided with RFGA funds.** You may also wish to place “not applicable” in any blank table/cell as applicable.



Form F: Program Narrative Cont'd

Regarding selection of age focus:

- For neighborhood or population categories with only a single awarded FRC, a more even split amongst the two age groups will be expected within the age group
- For neighborhood or population categories with multiple awarded FRCs, DEC will negotiate for at least 1 FRC to be an early childhood focus FRC and at least 1 FRC who will focus on school age children

Form F: Program Narrative Cont'd

Regarding C1D. Formal Supports for Individuals and Those at Risk for System Involvement:

- Applicants should **propose a service constellation of individual supports** (Information and Referral, Family Advocacy, and/or Case Management) which **reflects the needs of the neighborhood or population to be served**. Applications will be scored based on how well this matches the needs.
- Proposers applying to Immigrant, Bay View, Chinatown, Homeless Families, Mission, OMI, Potrero Hill, Visitacion Valley, and Western Addition neighborhoods/populations **MUST** propose to do each of the following services:
 - Differential Response
 - Enhanced Visitation
 - Mental Health
- **In neighborhoods/population categories where there are more applicants than need for child welfare services**, proposers obtaining the highest scores for this section will be considered. Other awarded applicants will be asked to modify their proposed scope of work to exclude the child welfare related services.



How to send the application

Email submissions should be clearly marked. If you have multiple submissions, please send a separate email for each application. For example, if you are applying for both a neighborhood and a population FRC types, you will need to send a separate email for each application. **If there were corrections made to the original submission, please resend the full application with all materials.**

- The email subject line should include the following:
 - Agency name
 - The word “application”
 - RFGA number, i.e. DEC24-02
 - The neighborhood or population
 - The word “correction” if email an updated or revised proposal
- Here is an **example: Agency XYZ application for RFGA DEC24-02 Chinatown**
- Applications **must be received by 12:00 p.m., on Thursday February 1, 2024. Late submissions will not be considered.** Supplemental documents or revisions after the deadline will not be accepted.

Department staff will confirm receipt of all Respondent submissions within three (3) working days after the deadline for receipt noted above.





Section IV: Proposal Evaluation Criteria

Pages 26-27



A. Minimum Qualifications (Pass/Fail): Table H

MQ #	Description
MQ1	Agency has 5 years of experience providing the family support services listed in the Service Category Tables D-G.
MQ2	Agency is a nonprofit organization filed with a 501(c)(3) and/or equivalent.
MQ3	Agency is a current certified vendor or has the ability to become a certified vendor with the City and County of San Francisco within ten (10) days of notice of intent to award.
MQ4	Agency provides services in San Francisco locations (i.e. physical brick and mortar space) to residents of San Francisco.
MQ5	Proposal is format compliant regarding submission instructions and page limits; excess or format noncompliant pages will be struck and not scored.
MQ6	Agency is not prohibited by the City Controller's Office from applying and receiving grant funding.

B. Evaluation Panel Scoring: Table I

	Application Section	Maximum Score
MQ	Minimum Qualifications	Pass Fail
A	Neighborhood or Population Characteristics	5
B	Agency Experience, Qualifications and Achievements	10
C	Proposed Services and Programs – Non-Age Specific	15
D	Proposed Services and Programs – Early Childhood Focus	15
E	Proposed Services and Programs – School Age Focus	15
F	Racial Equity	15
G	Outreach and Engagement	10
H	Evaluation and Capacity	5
I	Budget and Leverage	10
	Total Score	100



- **The primary purpose of Evaluation Panel scoring is to assess and score the application's quality and responsiveness to the RFGA.** Application scoring will be completed by subject matter experts recruited from community, government, and other sources to assist with this process. Applications that meet minimum qualification requirements will move on to the Evaluation Panel and will receive an Application Score. Before reading applications, all subject matter experts will be trained on the goals, service requirements, and target populations for this RFGA. Each reader will use a rubric provided by DEC to assign **a score between 0 and 100 points to each proposal.**
- **For neighborhoods and city-wide populations where multiple entities may be selected, there is an additional priority to fund in different geographic locations and to reach a diversity of families.** These criteria along with scope and budgets may be taken into consideration in final selection.
- **DEC staff reserve the right to negotiate budgets and scopes of work modified from the application packet,** consistent with the terms of the RFGA.





Section V. Pre-Proposal Conference and Contract Award



Mandatory Letter of Intent

- Agencies intending to submit an application are required to submit a letter of intent, so that it is **received by DEC on Monday January 8, 2024 at 5:59pm.**
- The letter of intent should be on **agency letterhead** and indicate the agency's intent to apply for funds through this solicitation (RFGADEC24-02).
- The letter should indicate the **specific neighborhood or population** focus of the application.
- To the extent possible, the letter should **name the agencies to receive funds** through the proposed grant, including the lead agency and any subcontractor agencies.
- The letters of intent are **not binding** and are used by staff to anticipate the number of proposal evaluation panel members needed.
- The letters of intent are to be **emailed** to DEC-FRC-RFGA@sfgov.org. Please include the term **"RFGA DEC24-02 letter of intent"** in your subject line.
- If you have previously submitted a LOI and would like to resend following these instructions, please do so.

Contract Awards

- DEC will select Proposer(s) from within each neighborhood and city-wide population grouping with whom Agency staff shall commence contract negotiations.
- The acceptance and/or selection of any Proposal(s) shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further negotiations and approvals before the City may be legally bound thereby.
- If a satisfactory contract cannot be negotiated in a reasonable amount of time DEC, in its sole discretion, may terminate negotiations with the highest ranked Proposer and begin contract negotiations with the next highest ranked Proposer.
- Funds are awarded depending on funding availability.



Section X and XI: Standard Forms RFGA Cover Page

This section includes information on:

- A. How to become eligible to do business with the City
- B. How to register as a City Supplier
- C. Supplier Eligibility and Invoice Payment
- D. Supplemental Forms (needed upon receipt of award)
- E. RFGA Cover Page – **this is Form C**





Section XII: Budget Instructions



- Budgets should be submitted in the standard DEC format **using the provided Excel Budget Form FY24 found in Form E**. Please **complete all sections of the budget**. There is one **(1) worksheet for the budget along with separate worksheets for any subcontractors**. If additional subcontractor worksheets are needed, simply copy and paste into new worksheets within this workbook.
- Please **read and follow all the below instructions as well as those within the document**.
- **DO NOT ALTER OR OVERWRITE formulas**. Do NOT include budget items which do not have a budget request. If adding or deleting lines, **ensure formulas remain correct**.
- Please note that **all sections except Administrative Costs are direct costs and must be clearly and easily attributable to a specific program**.
- The Budget Description and/or Calculations section provides **detailed information and calculations** supporting the amount allocated for each budget line item. Please **detail all mathematical computations** for each line item. **Show how the total dollar amount was derived**, e.g., the number of square feet of office space to be utilized multiplied by the rate per square foot, the cost per month for insurance multiplied by the number of months in the contract term, the number of diapers per total number of participants to be purchased, etc. For the **Personnel section**, **list the position, the percentage of FTE allocated to the activity expressed as a decimal (e.g. 0.5 or 1.0), a brief sentence of the position's responsibilities, and the mathematical computation used to arrive at the total dollar amount requested**.
- Respondents must **follow the City's cost allocation guidelines** for nonprofit contractors, which largely follow those described by Generally Accepted Accounting Principles (GAAP) and in Federal OMB Circular A-122. The plan should include how indirect costs were calculated.
- If applicable, **utilize the Subcontracting budget worksheets** using the standard DEC format if there is a Subcontractor arrangement made under the terms of the contract. Provide a brief explanation of the subcontracting arrangement, as well as a budget breakdown. Please note, the subcontractor budget amounts should appear on the Operating Expense Detail sheet under the Subcontractor section. **Subcontractor admin costs should be in the Administrative Costs section and count towards the maximum 15.00% administrative cost allowance**.
- **Indirect rates are not allowable on subcontractor indirect expenditures, capital expenditures, aid payments, other direct voucher payments, or any stipend, subsidy or expense paid on behalf of a client** (i.e, security deposit, rental payment assistance, transportation vouchers, etc.). These examples are not intended to be a comprehensive list. If an organization is uncertain whether indirect costs can be applied to a particular expense, it should consult with the DEC Contract Manager.

Q and A

- **All questions must be typed in the chat** unless you are on the phone only.
- **Do not use the raise your hand** feature unless you are on audio only. Questions received via the audio function will be typed in by a DEC staff.
- **DEC staff will read aloud all questions** and may ask people to come off mute for clarification
- We are **unable to help you with the quality or content of your proposal**. We can only provide responses to questions about the RFGA documents.
- Some questions may be answered now or provided in the final written response
- **No DEC responses are final today**. Final responses, including corrections or addition to responses given today will be posted to our website within 5 business days.

