

**Appendix A**

**Application: Request for Proposals 123**

***Workforce Development System Design Consulting for Jobseekers Experiencing Homelessness***

**City and County of San Francisco**

Office of Economic and Workforce Development



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| **APPLICATION DETAILS AND INSTRUCTIONS** |

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**Brevity and Style Guide**
There are character counts for narrative responses as a way to help you write informative, yet concise answers. To adhere to the character counts for each of the answers, consider using high-level, bullet-point style information about your organization and programs. You are welcome to use any commonly accepted abbreviations when responding to questions, unless instructed otherwise.

**Other Helpful Tips**

* Instructions and guidance on information to include in your responses are in italicized font throughout this proposal template. In preparing your proposal, please address all questions in response to the scope of work. Pay particular attention to and address in full; minimum qualifications, preferred qualifications, and any program area-specific questions.  Proposals are evaluated based on clarity, substance and measurable results.
* Be sure your email address is correct so that you will receive submission confirmations and RFP notices.
* You may type directly into this document or copy and paste answers from another document. Note that pasting from a word processing program into appropriate narrative fields will work, but formatting may need to be adjusted. If you subsequently convert or save this form prior to submission, formatting such as bullets, numbering, icons, images, etc. may be lost.

**Submitting**
Applications will be accepted until **5 P.M. PST on Friday, December 17, 2021.** When you are satisfied with your completed application packet, email it to: **oewd.procurement@sfgov.org**

Proposal Packages must include the application and all required, relevant, and requested addenda and forms. See “Proposal Package Checklist” at the end of this document for additional details on required items. You will receive an automated e-mail response to indicate that your submission was received. You will be responsible for ensuring that all required questions have been addressed and that all supplementary materials have been submitted on or before the deadline. **Note that electronic submission file sizes must be compatible with City email server limits (34MB)**, and it is your responsibility to ensure that the files submitted are all received by deadlines established to receive your submission. If you are submitting supplementary materials (such as work samples, photos, or other large files) in support of your proposal, you may send more than one email with attachments but you must indicate which proposal the files are pertaining to. Any subsequent email subject line(s) – particularly if files are coming from multiple agency representatives – should read **“Supplementary Attachments for (Agency)’s proposal to RFP #123”**

### QuestionsIf you have any questions when completing this application, please email oewd.procurement@sfgov.org. A list of substantive questions and answers will be posted to the OEWD website (link below) for review by all interested parties by Tuesday, December 13, 2021. See RFP and appendices for full terms, conditions, and instructions. All materials related to this RFP are available at <http://oewd.org/bid-opportunities/>RFP-123.

***All materials must be received on or before the deadline to be considered as part of the complete proposal package.******The electronic receive date and time will be established by the date/time assigned by the City email server upon receipt of the electronic message by the City email server.******Early submission is highly encouraged. Late submissions will not be considered.***

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| **PART I. APPLICANT PROFILE** This section should include information for the entity that will hold the contractual obligation for the proposed project. Please note that OEWD is not accepting proposals from fiscal sponsors under this RFP. All fields marked by an asterisk (\*) are mandatory; enter N/A if not applicable. |
| **Applicant Name\*** *(75 characters)**e.g. Name as shown on your 501(c)(3) letter and to whom contributions are payable* |  **APPLICANT NAME** |
| **Doing Business As (DBA) or Also Known As (AKA), if applicable** *(50 characters)* |  DBA |
| **Address\****Please provide the address for your agency’s headquarters (“Street Address” should include Floor, Unit or Suite #, if needed)*  | [Street Address][City], [State] [Zip] |
| **Web Address\*** | [Website] |
| **Main Phone including area code\***   | [Main Phone] |
| **Executive Director/CEO Name\*** | [ED/CEO Name] |
| **Executive Director/CEO Title\*** | [ED/CEO Title] |
| **Executive Director/CEO Direct Phone\*** | [ED/CEO Phone] |
| **Executive Director/CEO Email\*** | [ED/CEO Email] |
| **City and County of San Francisco Supplier Status***Unless otherwise approved by OEWD, all applicants must be able to become a City Supplier within 10 days of notice of an award in order to begin contract negotiation. For more details, please visit* [*https://sfcitypartner.sfgov.org/*](https://sfcitypartner.sfgov.org/) | Current San Francisco Supplier or Bidder Number: [1234567890]  [ ]  Not a current San Francisco Bidder or Supplier |
| **Agency’s Federal Tax ID number** (also known as Employer Identification Number/EIN). If you do not have this information readily available, you can look it up on this site: <https://apps.irs.gov/app/eos/>  | [EIN] |

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| **POINT OF CONTACT FOR THIS APPLICATION**If another individual will serve as the primary point of contact for this application, please list their contact information here. This person should be authorized to clarify programmatic and budgetary questions on behalf of the Lead Applicant. |
| **Primary Point of Contact Name\***[Contact Name] | **Primary Point of Contact Title\***[Contact Title] |
| **Primary Point of Contact Direct Phone\***[Contact Phone] | **Primary Point of Contact Email\***[Contact Email] |
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| **PARTER AGENCIES**If this application includes funding for other agencies that will serve as sub-grantees, please list them below and briefly describe their role in the project, e.g. “(Agency) will provide outreach services.” You may list nonprofit organizations, for profit organizations, public entities or individuals (sole proprietors) that make up your project team in this section. |
| [Agency Name] | Role in Project |
| [Agency Name] | Role in Project |
| [Agency Name] | Role in Project |
| [Agency Name] | Role in Project |
| [Agency Name] | Role in Project |
| [Agency Name] | Role in Project |
| **APPLICANT’S ORGANIZATIONAL BUDGET INFORMATION** |
| **Applicant Total Organizational Budget\* $[Applicant Budget]** | *Please list the total organizational budget for the Applicant for the last completed fiscal year****.*** *Please submit the Applicant’s organizational budget with your proposal packet as a supporting document.* |
| **REQUESTED BUDGET AMOUNT** |
| **Total Proposed Project Budget\* $[Proposed Project Budget]** | *This field is the amount requested for funding through this proposal, and should match the number in Column E (“Requested Budget Amount”) of Appendix B - Budget Template. This response should not include leveraged resources. Please make sure that leveraged resources are listed in Column F of your Proposal Budget Template (Appendix B) and described in the Financial Management and Budget section of your proposal narrative (see below).* |

**PART II. PROJECT DESCRIPTION**

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| **Section 1** | **Character Limit** | **Point Value** |
| **Timelines, Availability and Experience** | **20,000 characters** | **40 points** |

*This section should briefly address all of the following:*

* The applicant’s availability to start project work during January 2022.
* The applicant has experience with multi-agency stakeholder engagement work in San Francisco.
* The applicant has experience with participatory and community-based research, with a focus on San Francisco where available.
* The applicant has experience with the San Francisco Workforce Development System.
* The applicant has experience with the San Francisco Homelessness Response System.
* The applicant adequately demonstrates cultural humility and self-awareness in working with priority populations.
* The applicant adequately demonstrates brevity and plain language communication skills.

**Timelines, Availability and Experience**

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| **Section 2** | **Character Limit** | **Point Value** |
| **Approach, Activities and Outcomes** | **10,000 characters** | **30 points** |

*This section should outline a plan of action that describes in sufficient detail the specific scope of services applicant(s) proposal and how the proposed work will be accomplished. Please provide a narrative that demonstrates the following:*

* The proposed project will contribute to achieving the goals and objectives stated in the RFP.
* The proposed project will adhere to the foundational research completed in WAF 8.0.
* The application presents a clear description of the proposed project, including a clear statement of goals and objectives
* The application presents a plan of action with details on the specific scope of services applicant(s) propose and how the proposed work will be accomplished.
* The application presents a reasonable timeline for implementing the proposed project including major milestones and target dates. It addresses factors that might speed or hinder implementation and explains how these factors would be managed.
* The design of the project reflects current knowledge on effective practices supported by applicants’ experience and/or research and literature.
* The proposed project would involve the collaboration of partner organizations, entities, consultants or key individuals who would maximize the effectiveness and efficiency of service delivery. If a collaborative application is proposed, specific activities and the role, capacity, and contributions each partner will make to the proposed project is detailed.
* The proposed project reflects performance targets appropriate for the program.
* The proposal demonstrates the organization’s capacity to carry out the proposed project by connecting current or previous experience with the proposed programming.

**Approach, Activities and Outcomes**

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| **Section 3** | **Character Limit** | **Point Value** |
| **Performance Measurement and Reporting** | **5,000 characters** | **15 points** |

*For this section, provide a narrative that demonstrates the following:*

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

**Performance Measurement**

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| **Section 4** | **Character Limit** | **Point Value** |
| **Financial Management and Budget** | **5,000 characters** | **15 points** |

Please provide a brief narrative detailing the financial management of the organization. In this section, you should respond to the following, as applicable:

* Applicant provides a detailed budget narrative presenting reasonable costs that relate to activities proposed.
* Applicant provides a deliverable-based, fixed cost budget.
* The proposed budget is submitted on the required template and applicant’s overall budget is of a size to reasonably expect successful delivery of the program.
* Applicant maintains strong fiscal controls and would ensure the prudent use, proper and timely disbursement and accurate accounting of funds awarded under this RFP.
* Additional resources are available to ensure implementation and sustainability of programming.

**Budget Narrative**

**Submission Authorization**

* I agree that I am an owner or officer of the proposing organization who is duly authorized to bind the Applicant.
* I agree to accept all conditions, provisions, requirements, and specifications contained in the City and County of San Francisco Request for Proposals. (It is the responsibility of the Applicant to ensure that all named partners are in agreement with the proposal prior to submission.)
* I agree that the Proposal shall be binding for no less than one hundred twenty (120) days.
* I understand that, if selected, my organization must comply with City and County ordinances and contracting requirements including general liability and auto insurances, compliance with equal benefits ordinance, and current SF business tax certificate, if applicable.
* By submitting this proposal, I attest that my organization is not currently debarred or suspended from participation in local, State or Federal programs.

I certify that the information provided in this application is true:

**Printed Name of Executive Director, Chief Executive Officer, Board Chair or other duly authorized representative:** NAME

**Date:**

**Proposal Package Checklist**

The following items must be completed and included in the application package.

 **Templates provided as Appendices to RFP 123:**

[ ]  **Appendix A, Application** template – This template includes the question set that all applicants must respond to.

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

**Additional required attachments:**

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

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

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

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

**Proposal Package Submission**

When all items are complete, submit the entire Proposal Package by **5:00 p.m. on Friday, December 17, 2021**. Complete proposal packages must be emailed to oewd.procurement@sfgov.org and received by the City server by 5:00 p.m.

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