

## **Finding and navigating RFP #121**

### TGS account questions and issues:

If you have a TGS account but need to adjust permissions for users in your organization, refer to the document titled “Adding users/Editing permissions in TGS” posted under the Document Downloads header <http://oewd.org/bid-opportunities/RFP-121> for step by step instructions.

Forgotten or lost passwords for the TGS system can be retrieved by users directly. Agencies who have never had a TGS account can also sign up for free and submit a proposal for RFP 121. Please refer to the document titled “Online TGS Instruction” under the Document Downloads header at the bottom of the site <http://oewd.org/bid-opportunities/RFP-121> for step by step instructions.

### RFP 121 TGS submission instructions:

The following pages will walk you through each screen of the RFP in TGS. Please read all instructions carefully and complete all sections thoroughly.

The online RFP application is found on OEWD’s Total Grant Solution (TGS) system.

Click the icon found at the bottom of on the RFP 121 page linked to <http://oewd.org/bid-opportunities/RFP-121>

or link directly to <https://totalgrantsolution.org/tgsewd/MasterLogon/>



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# Request for Proposals 121 - Workforce Services

The Office of Economic and Workforce Development (OEWD) supports the City's economic vitality through key programs focused on neighborhood commercial corridors, workforce development, joint development projects, industry-focused business recruitment and retention, small business assistance and international business development. OEWD's goal is to work continually to make San Francisco a better place to live, work and do business.

The City and County of San Francisco Office of Economic and Workforce Development (OEWD) is issuing this Request for Proposals (RFP) to procure workforce development services for San Francisco residents. OEWD seeks applications from single organizations or collaborative partnerships that can effectively innovate on the Workforce Innovation and Opportunity Act (WIOA) program model and provide data driven, customer centered, high quality services for jobseekers and the local business community. 33 individual program areas are described in detail in the RFP and cover a comprehensive array of services for adults, young adults, and businesses. It is anticipated that this RFP will guide grant decisions through fiscal year 2020-2021.

Download the **FULL RFP 121** to review the specific services being solicited. Any additional information, updates, or changes to the content of the RFP will be posted at this website. If you are interested in applying, please review this site periodically to check for new information.

**Update** (12/5/2016 at 3:05 p.m.): A revised copy of RFP 121 has been posted reflecting two changes. On page 12 in the paragraph immediately following "Additional Local Requirements", the font color for the entire paragraph has been changed to black. On page 15, the email account to submit technical assistance questions has been updated to [oewd.procurement@sfgov.org](mailto:oewd.procurement@sfgov.org).

**Key Dates**

The anticipated<sup>®</sup> schedule for awarding grants is:

Proposal Phase	Date/Time
RFP is issued by the City:	Friday, December 2, 2016
RFP Bidder's Conference:	Wednesday, December 14, 2016 3:00 p.m. - 5:00 p.m. (see below)
Deadline for submission of written questions to <a href="mailto:oewd.procurement@sfgov.org">oewd.procurement@sfgov.org</a> :	Wednesday, December 21, 2016 at 12:00 p.m. noon
Answers to questions posted online:	Wednesday, January 4, 2017 by end of day
Proposals due:	Thursday, January 19, 2017 at 5:00 p.m.
Notification of awards:	Tuesday, February 21, 2017
Protest letters due:	Sunday, February 26, 2017 (or 5 calendar days after award notification letters are sent)
Anticipated negotiations:	April-June 2017
Projects begin:	July 2017

**Accessing RFP 121**

Proposals will be only be accepted through the online system Total Grant Solution (TGS). To create a profile or log in to Total Grant Solution (TGS) website, click on the TGS logo below:



To register your agency for the first time, review/set up your agency profile, or if you've forgotten your credentials and need to recover them, please review the [TGS Instructions](#) document for step-by-step guidance. This document is available in PDF format under the "Document Downloads" section above. Additional resources regarding how to navigate RFP 121 in Total Grant Solution (TGS) will be posted to this website soon - please check back frequently for updates.

**About Us**

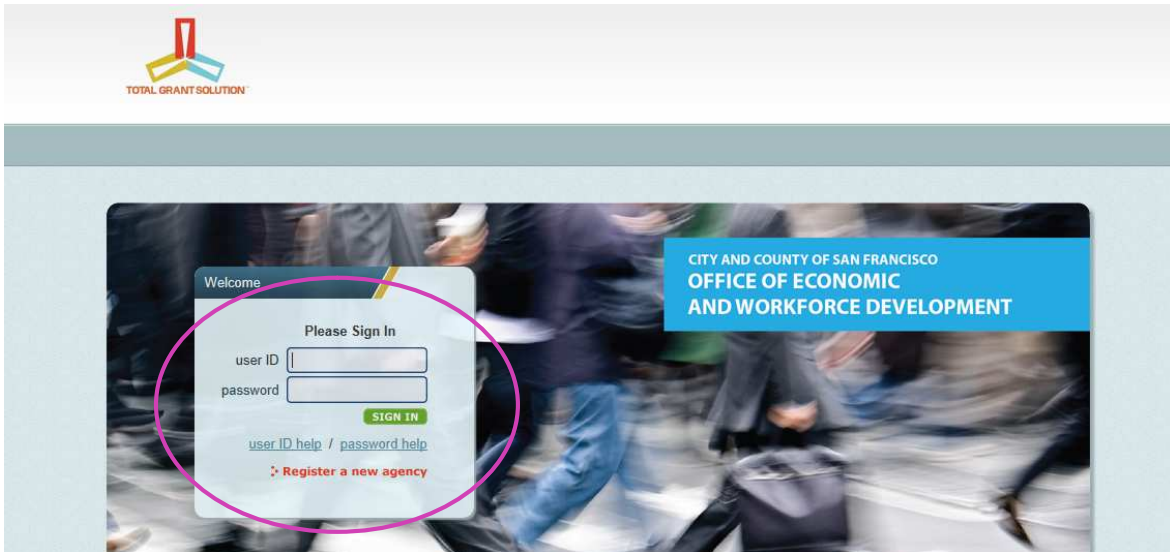
- Why Choose SF
- Provider & Grantee Resources
- Bid Opportunities**
  - Request for Proposals 121**
  - Request for Proposals 203
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- Employment
- Events Calendar
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- For Employees
- Contact Us



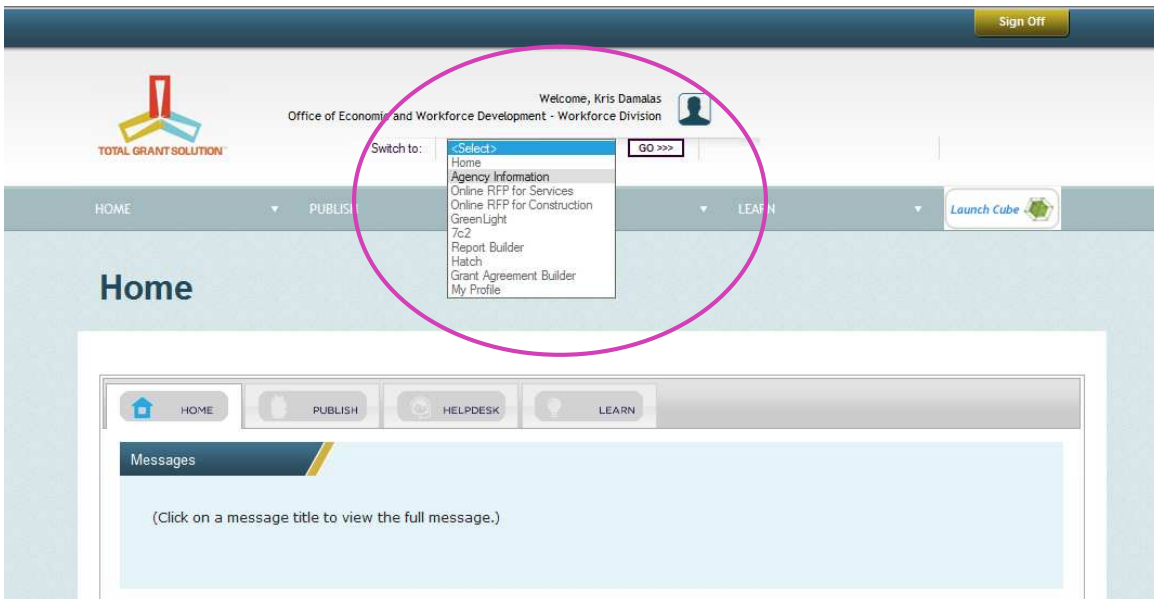
Select Language   
Powered by Google Translate

**Stay Connected**





Before proceeding to the online RFP, please take a minute to review your agency information for accuracy. To access it, choose “agency information” from the drop down list after logging in and click the “GO” button to the right of the list.



Review the agency information and update as needed. Once complete, click the “submit” button on the top right side of the screen. This information **will carry over into the RFP** application and print as part of your proposal so it’s important that it is complete and accurate prior to submitting your proposal

Office of Economic and Workforce Development - Workforce Division

Welcome, [User Profile]

Switch to: [Select] [GO]

CONTACT GENERAL FINANCIAL

## Agency Info

Please review your Agency Information below and update fields as needed. Once done, click the 'Submit' button to the right or at the bottom of this page to save your data. Fields with an asterisk (\*) are required.

Click to save agency info: **submit**

Agency Name	Office of Economic and Workforce Dev	(this is the official address on file with the grantor's accounting offices)
Administrative Address	1 South Van Ness Av San Francisco, CA 94131	To update this address, send the new information on your agency's letterhead, signed by the Executive Director, to your Grant Coordinator.
Federal Tax ID *	99-9898989	
Duns Number	00-012-1234	

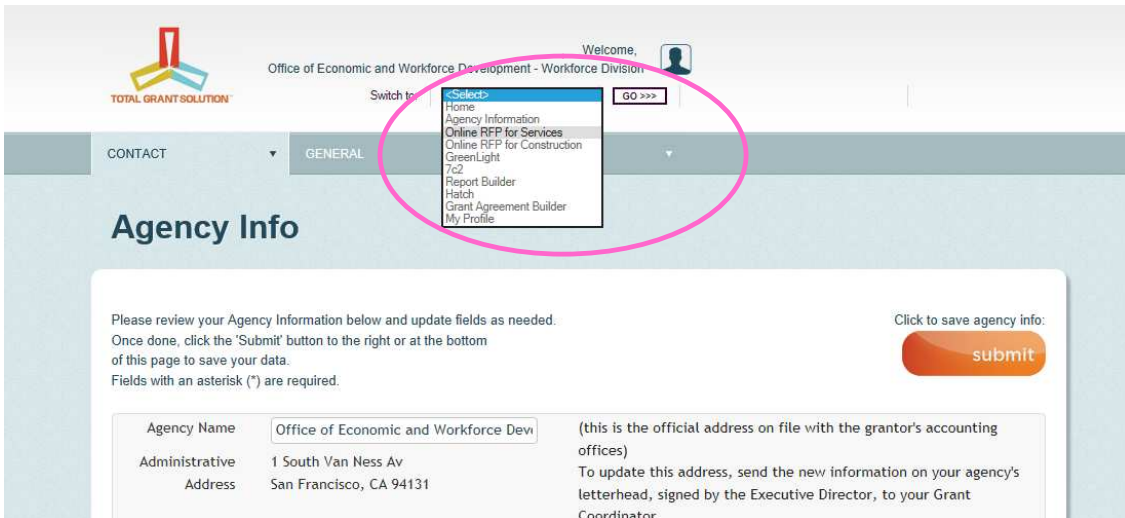
You can upload an image that represents your agency:

Image To Upload

Mailing Address

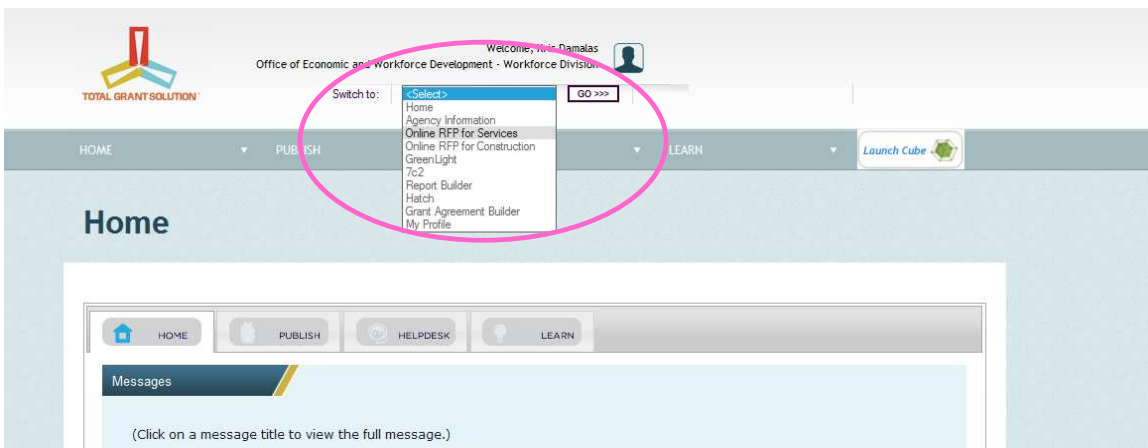
Once you've updated your agency information and clicked "submit" a confirmation page will appear. If the confirmation message does not appear, **check all tabs** (Contact, General, and Financial) **to locate the field with an error** message. Adjust as needed and click "submit." The most common error message issue area is the agency officers section (found under General tab). All agencies must enter at least one officer in this section. If your agency is organized as sole proprietor organization, the owner should be listed in the CEO/ED line.

Choose "online RFP" from the drop down menu at the top to access the online RFP application. Click "GO" to the right of the drop down menu.



The other way to access the online RFP without making adjustments to the agency information page is to access it directly from the TGS homepage.

After logging in, choose “online RFP for Services” from the drop down menu of options



The homepage of the online RFP will launch.

Browser address bar: <https://www.totalgrantsolution.org/tgssfo/MOCD-RFP/>

Navigation icons: Personal Services Request..., payroll, 9-24 instance mirroring, Classification and Compe..., LearningTGS - YouTube, TGS Sign-on (2)

# TOTAL GRANT SOLUTION™

Switch to:

**SIGN OFF**

**ONLINE RFP**

Welcome, Kristine Damalas  
Mayor's Office of Housing and Community Development

It appears that information about your Agency is incomplete or needs to be reviewed. Please [click here](#).

All proposals must be submitted by 5:00 PM on Monday, December 16, 2013.

**Current Proposals:**

- Public Services - 40416
- Public Services - 40484
- Capital Projects - 39987
- Public Services - 40065

**For security, this page will time out 45 minutes from the time it was accessed.**  
Once this page times out, you will need to re-login to continue working (any unsaved data will be lost).

From the home page of the RFP for services module, you can either enter a new proposal or you can edit one that you have saved but not submitted. Proposals that have been saved but not submitted appear as blue links on the top of the page.

Choose "Add Back" under the first drop down option and Workforce Development Activities in the second drop down.

Browser address bar: <https://www.totalgrantsolution.org/tgssfo/MOCD-RFP/>

Navigation icons: home, criteria

# TOTAL GRANT SOLUTION™

Switch to:

**SIGN OFF**

**ONLINE RFP**

Welcome, Kris Damalas  
Office of Economic and Workforce Development - Workforce Division

It appears that information about your Agency is incomplete or needs to be reviewed. Please [click here](#).

**For security, this page will time out 45 minutes from the time it was accessed.**  
Once this page times out, you will need to re-login to continue working (any unsaved data will be lost).

Select Program Area

**Select and Edit Established Proposal:**

- [Add Back - 40263 \(Workforce Development Activities\)](#)
- [Add Back - 40264 \(Workforce Development Activities\)](#)
- [Add Back - 40267 \(Workforce Development Activities\)](#)
- [Add Back - 40268 \(Workforce Development Activities\)](#)
- [Add Back - 40269 \(Workforce Development Activities\)](#)
- [Add Back - 40270 \(Workforce Development Activities\)](#)
- [Add Back - 40271 \(Workforce Development Activities\)](#)
- [Add Back - 40272 \(Workforce Development Activities\)](#)
- [Add Back - 40273 \(Workforce Development Activities\)](#)
- [Add Back - 40274 \(Workforce Development Activities\)](#)

**Create a New Proposal:**

Select the program Workforce Development Programs and proposal workarea from the drop down below. The full text of the RFP can be found at [http://www.oewd.org/Workforce\\_Development\\_Funding.aspx](http://www.oewd.org/Workforce_Development_Funding.aspx)

New Proposal:

Select the category of services that most closely matches the services that your program will provide.

New Proposal Type:

The next page displays important information about the RFP including the timeline. This information can also be found in the full text version of the RFP. Once you have reviewed the information, scroll to the bottom of the screen and click "next". Details concerning the programming for this RFP can be found in the full text version available at <http://oewd.org/index.aspx?page=289>

TOTAL GRANT SOLUTION™

Switch to: <Select> GO >>>

SIGN OFF

home
 criteria

ONLINE RFP

Welcome, exec user  
Office of Economic and Workforce Development - Workforce Division

It appears that information about your Agency is incomplete or needs to be reviewed. Please [click here](#).

All proposals must be submitted by 8:27 PM on Monday, December 5, 2016.

For security, this page will time out 45 minutes from the time it was accessed.

Once this page times out, you will need to re-login to continue working (any unsaved data will be lost).

General Information

This section provides a brief overview of the goals, objectives and framework for the services sought; detailed information and instructions follow in subsequent sections of this application and in the full text RFP posted at <http://oewd.org/bid-opportunities/RFP-121>

The City and County of San Francisco Office of Economic and Workforce Development (OEWD) is issuing this Request for Proposals (RFP) to procure workforce development services for San Francisco residents. OEWD seeks applications from single organizations or collaborative partnerships that can effectively innovate on the Workforce Innovation and Opportunity Act (WIOA) program model and provide data driven, customer centered, high quality services for jobseekers and the local business community. 33 individual program areas are described in detail in the RFP and cover a comprehensive array of services for adults, young adults, and businesses. It is anticipated that this RFP will guide grant decisions through fiscal year 2020-2021.

Any additional information, updates, or changes to the content of the RFP will be posted at the website noted above. If you are interested in applying, please review this site periodically to check for new information.

Agencies may propose to provide services under one or multiple areas and/or modules. **If an agency is interested in providing services for more than one module or funding area, separate proposals must be submitted (one for each).**

**Key Dates**  
The anticipated\* schedule for awarding grants is:

Proposal Phase	Date/Time
RFP is issued by the City:	Friday, December 2, 2016
Proposals Due:	Wednesday, December 14, 2016 3:00 p.m. - 5:00

Eligible applicants for OEWD funding include:

- 501(c) (3), 501(c) (4), 501 (c) (6) registered non-profit corporations. Applicants should have a Board of Directors that reflects the diversity of the program(s) and clients being served.
- Governmental entities, including public agencies, commissions or authorities that are independent of the City and County of San Francisco's government.
- Churches that meet the requirements of IRC section 501(c)(3), regardless of their application and recognition from the IRS.
- Institutes of higher education, private businesses and other entities properly recognized by the State of California, who are eligible to do business in San Francisco, and meet the City's vendor requirements.

[NEXT >>>](#)

The next several screens are where you enter the actual proposal information.

First is the project information screen.

Complete this screen and either  
click "next" to proceed through the sections requiring data entry in order or  
choose an option in the drop down menu at the bottom left and click  
"select RFP" to skip to a specific section.



Switch to: <Select>



## ONLINE RFP

Welcome, Kris Damalas  
Office of Economic and Workforce Development - Workforce Division

It appears that information about your Aencv is incomplete or needs to be reviewed. Please [click here](#).

**For security, this page will time out 45 minutes from the time it was accessed.**  
Once this page times out, you will need to re-login to continue working (any unsaved data will be lost).

Name: Office of Economic and Workforce Development - Workforce Division  
Program Area: Add Back  
Proposal No.: 40275

### 1. Project Information

Q1.	Contact Person First Name:	<input type="text" value="Kris"/>	Contact Person Last Name:	<input type="text" value="Damalas"/>
Q2.	Contact Person Phone:	<input type="text" value="415-701-4870"/>	Contact Person Additional Phone:	<input type="text"/>
	Contact Person Fax:	<input type="text"/>		
Q3.	Contact Person Email Address:	<input type="text" value="kristine.damalas@sfgov.org"/>		
Q4.	Project Name:	<input type="text" value="11/20/13 sample"/>		
Q5.	Project Site Address Number:	<input type="text" value="1"/>	Project Site Street:	<input type="text" value="South Van Ness"/>
	Project Site Street Type:	<input type="text" value="Avenue"/>	Project Site Unit:	<input type="text"/>
	Project Site Address Line 2:	<input type="text"/>		
	Project Site City:	<input type="text" value="San Francisco"/>	Project Site State:	<input type="text" value="CA"/>
	Project Site Zip:	<input type="text" value="94103"/>		

Please enter the address where program activities take place.  
If Capital or Public Space Improvement project, enter the project address.

Skip to Section:

Program specific questions appear next.

**SIGN OFF**

**HOME** **CRITERIA**

## ONLINE RFP

Welcome, MGR User  
Test Agency

For security, this page will time out 45 minutes from the time it was accessed.  
Once this page times out, you will need to re-login to continue working (any unsaved data will be lost).

Name: Test Agency  
Program Area:  
Proposal No.: 10023

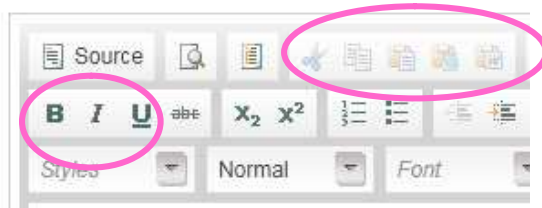
2. Workforce CDBG Specific

After each set of questions and instructions you will find a text box where you can either type or you can copy and paste text from another document. Be aware that each page will **time out after 45 minutes** so it is advised that you compose your answers in a word processing program and copy and paste the text into the box provided in the online RFP application. **Avoid special characters (%\$&) in your responses.** Also be aware that formatting may change when you copy and paste.

If copying and pasting from a word document, click on the “paste from word” icon in the editing tools at the top of the text box in which you want to paste your answer



If the icon appears greyed out or unavailable, click on another available option (B for bold) and the editing tools should all become active again.



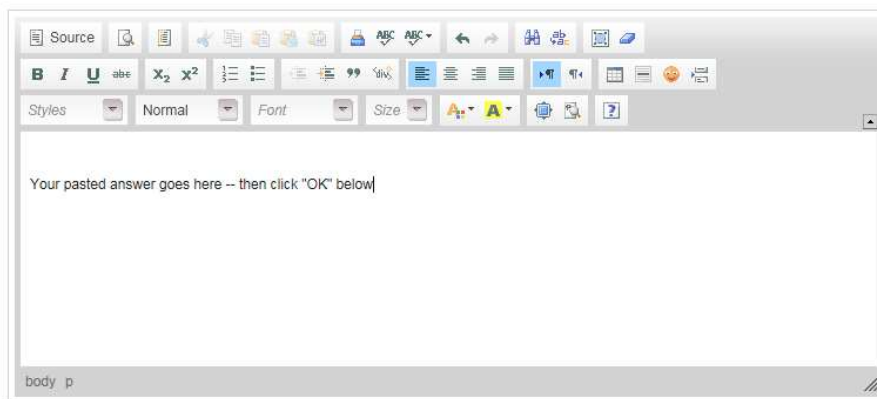
Once you click on the “paste from word” icon, your computer may ask you to confirm that the webpage should have access to your Clipboard. Click “allow access”



Once you allow access, a small pop up window will appear in which you can paste the information you copied from Word. Click "ok" and you will notice that your answer has now transferred into the main text box. You may adjust the formatting as needed now in the larger answer box.



5. The application suggests compelling, clear and feasible strategies to deliver services in a manner that will achieve strategic goals and updated vision for workforce services presented in the RFP.



Read each piece of the application carefully and be sure to answer all the sub-parts of each question. Please note that **no attachments can be sent in with the RFP however you may upload additional support documents as PDFs to your agency information profile.** All documents and the proposal itself need to be submitted by the deadline in order to be considered. Detailed instructions showing how to add support documents appear toward the end of this document.

The last question on this page will ask if you have uploaded any additional documents that should be considered (as well as the file name).

Q9. Please indicate below the number and names of the files uploaded to the agency information section of TGS in support of the proposal.

Refer to the instructions documents posted on OEWD's RFP 121 website for detailed screen shot instructions on how to complete this task. <http://oewd.org/bid-opportunities/RFP-121>

Examples include: any letters of support, letters of collaboration, or formal MOUs developed.

If no files are being submitted, type "none" or "n/a" in the box below.

Skip to Section:  SELECT RFP <<< BACK NEXT >>>

Click “next” when finished with this page to advance to the next section. If needed, you can enter a “.” or single letter into the large text boxes to advance through this page. Note that the only way to save the data entered on this page is to click the “next” button at the bottom of the page.

The next section to complete is the “work plan”

Using the on-screen instructions, choose the applicable activity(ies) you are proposing to accomplish.

3. Work Plan Outline

Q1. Choose an appropriate activity from the drop down list. Complete the description/unit of accomplishment box and the annual output box to the right of the drop down. Continue until all appropriate activities are reflected in the table.

You will notice that some, but not all, of the activities are coded according to the funding areas of RFP 121. For example: OSO - Trainings should be used to reflect the number of trainings expected to be delivered if the proposal submitted is for the One Stop Operator program area.

Other activities that are required or suggested to be provided for multiple program areas may not begin with a funding area code. For example: Enrollment in Services is applicable to most program areas in the RFP so it does not begin with an area specific code.

Please pay close attention to these codes and make sure that you respond to all required activities described in the RFP in your project approach narrative as well as in the activity table.

A table of drop-down list activities and program areas will be posted on the RFP 121 bid opportunities page at <http://oewd.org/bid-opportunities/RFP-121>

Refer to the full text RFP for information to help determine which activities are required and which may be optional. **All required and suggested activities for all funding areas and all modules** are available in the drop down menu.

Again, please select only from the set that are appropriate for the funding area under which you wish the proposal to be considered for funding.

Agencies may propose to provide services under one or multiple areas and/or modules. **If an agency is interested in providing services for more than one module, separate proposals must be submitted (one proposal for each).**

Click on “add workplan detail” and choose an appropriate activity from the dropdown menu. You must add each activity separately.

Information concerning each workplan item including descriptions and expectations can be found in the corresponding section of the full text RFP found at [http://www.oewd.org/Workforce\\_Development\\_Funding.aspx](http://www.oewd.org/Workforce_Development_Funding.aspx)

Activity	Description / Unit of Accomplishment	Annual Output
<a href="#">Add Work Plan Detail</a>		

Q2. Please enter the number of unduplicated clients served by your program.

Skip to Section: (Please Select)

Click on "add work plan detail" to enter specific activities for your proposal

Choose an appropriate activity from the drop down list. Complete the description/unit of accomplishment box and the annual output box to the right of the dropdown.

Please pay close attention to these codes and make sure that you respond to all required activities under the funding area and module (if applicable).

**SIGN OFF**      home criteria      **ONLINE RFP**

Welcome, exec user  
Office of Economic and Workforce Development - Workforce Division

Current Proposals:  
Add Back - 40729  
Add Back - 40730  
Add Back - 40731  
Add Back - 40575

It appears that information about your Agency is incomplete or needs to be reviewed. Please [click here](#).

All proposals must be submitted by 8:27 PM on Monday, December 5, 2016.

**For security, this page will time out 45 minutes from the time it was accessed.  
Once this page times out, you will need to re-login to continue working (any unsaved data will be lost).**

Name: Office of Economic and Workforce Development - Workforce Division  
Program Area: Add Back  
Proposal No.: 40731

**3. Work Plan Outline**

Q1. Choose an appropriate activity from the drop down list. Complete the description/unit of accomplishment box and the annual output box to the right of the drop down. Continue until all appropriate activities are reflected in the table.

You will notice that some, but not all, of the activities are coded according to the funding areas of RFP 121. For example: OSO - Trainings should be used to reflect the number of trainings expected to be delivered if the proposal submitted is for the One Stop Operator program area.

Other activities that are required or suggested to be provided for multiple program areas may not begin with a funding area code. For example: Enrollment in Services is applicable to most program areas in the RFP so it does not begin with an area specific code.

Please pay close attention to the activity selected in the drop-down menu. The activity selected will be posted on the RFP 121 bid opportunities page at the time you respond to all required activities described in the activity table.

A table of drop-down activities is available at <http://oewd.org/bid>

Activity	Description / Unit of Accomplishment	Annual Output
Enrollment in services	people	45

Q2. Please enter the number of unduplicated clients served by your program. This number should request for a 1 year.

45

Skip to Section: (Please Select)      <<< BACK      NEXT >>>

Once you have added the item and filled in the description and number, click "update" at the far left of the line to save that workplan item.

Activity	Description / Unit of Accomplishment	Annual Output
Number of clients assessed	clients	45

Q2. Please enter the number of unduplicated clients served by your program.

45

Skip to Section: (Please Select)      SELECT RFP      <<< BACK      NEXT >>>

To add another, click "add workplan detail" and repeat the step above until all activities that you are proposing to accomplish have been accounted for.

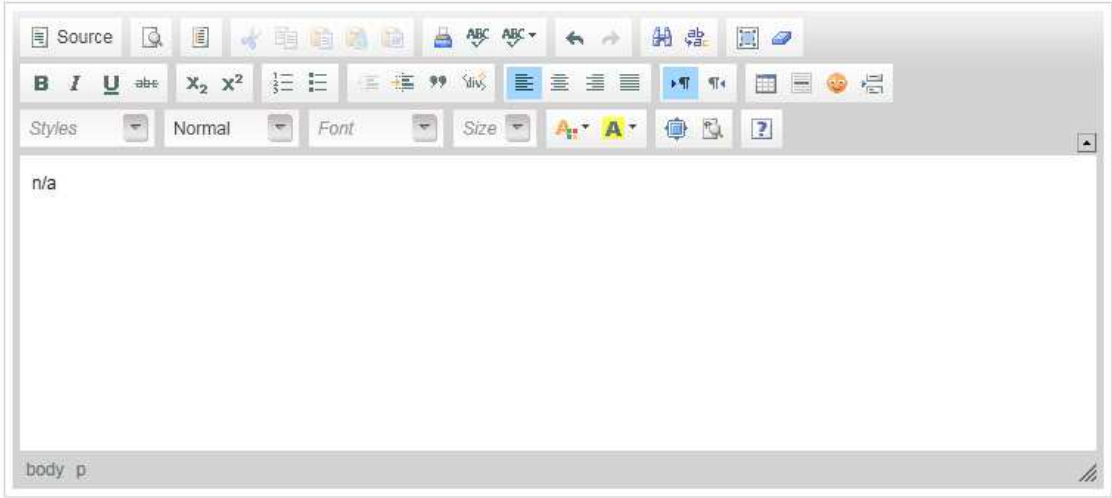
In Q2 be sure to indicate how many unduplicated clients are proposed to be served under this application then click "next" at the bottom of the page to proceed to the next screen/section.

The next section is Evaluation.

Program evaluation was already described in the initial set of questions answered. In the box provided, enter “n/a” as the directions indicate and click “next”

**4. Evaluation**

Q1. Please enter n/a into the box below to skip this question. Program evaluation was covered in a previous section of questions.



The image shows a rich text editor interface. The toolbar includes options for Source, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, and Help. The text area contains the text "n/a". The status bar at the bottom left of the editor shows "body p".

Skip to Section: (Please Select)

The next section is the Budget.

Please enter amounts for the entire duration of the program being proposed as directed by the onscreen instructions.

**5. Program Budget**

Q1. Please enter detailed budgetary information. If you are not requesting funding for a specific line item, enter "0".

Be sure to enter amounts for the entire duration of the program being proposed. Expected terms for the funding areas in RFP 121 are generally 1 year. Pilot proposals, however, may have a shorter duration.

The drop down descriptions offered are all possible cost items; all line items available may not be necessary depending on the service(s) you are proposing to provide.

For CAP and NAP proposals, be sure to budget 10% of the total request under line item "other." As noted in the RFP, grants under this area are expected to be negotiated with 10% of the total set aside as a performance based incentive.

To build your detailed budget, click on “edit” for each appropriate line item as instructed below.

Click on a Category or Sub-Category name to filter the budget grid:

	CATEGORY	SUB CATEGORY	BUDGET ITEM	BUDGET AMOUNT
<a href="#">Edit</a>			Salaries	\$0.00
<a href="#">Edit</a>			Fringe Benefits	\$0.00
<a href="#">Edit</a>			Contractual Services	\$0.00
<a href="#">Edit</a>			Equipment	\$0.00
<a href="#">Edit</a>			Insurance	\$0.00
<a href="#">Edit</a>			Space Rental	\$0.00
<a href="#">Edit</a>			Supplies	\$0.00
<a href="#">Edit</a>			Telecommunications	\$0.00
<a href="#">Edit</a>			Travel/Conferences	\$0.00
<a href="#">Edit</a>			Utilities	\$0.00
<a href="#">Edit</a>			Other	\$0.00
<a href="#">Edit</a>			Program Income	\$0.00
<a href="#">Edit</a>			Indirect Cost	\$0.00

Total Budget:  [Recalculate Total Budget](#)

To add details under each item, click the edit button on the left.

You will notice a row appears below the budget table where you can add details. In this example, salary details will be added.

Program Budget

Click on a Category or Sub-Category name to filter the budget grid:

	CATEGORY	SUB CATEGORY	BUDGET ITEM	BUDGET AMOUNT
<a href="#">Edit</a>			Salaries	\$0.00
<a href="#">Edit</a>			Fringe Benefits	\$0.00
<a href="#">Edit</a>			Contractual Services	\$0.00
<a href="#">Edit</a>			Equipment	\$0.00
<a href="#">Edit</a>			Insurance	\$0.00
<a href="#">Edit</a>			Space Rental	\$0.00
<a href="#">Edit</a>			Supplies	\$0.00
<a href="#">Edit</a>			Telecommunications	\$0.00
<a href="#">Edit</a>			Travel/Conferences	\$0.00
<a href="#">Edit</a>			Utilities	\$0.00
<a href="#">Edit</a>			Other	\$0.00
<a href="#">Edit</a>			Program Income	\$0.00
<a href="#">Edit</a>			Indirect Cost	\$0.00

**Salary Detail:**

If you are requesting funds to pay for administrative salaries please indicate the title(s) and % of admin time in the justification box. If you are requesting coverage for indirect costs you may NOT request administrative salaries as part of your direct costs.

	Last Name	First Name	Title	Amount
<a href="#">Add Team Member</a>				

Item	Amount	Justification
Salaries	<input type="text" value="0.00"/>	<input type="text"/>

When you click on "edit" you will notice that a table appears below the master budget.

Here you can enter details. In this example, click on "add team member" to account for each staff member who will be assigned to the project for which salary will be requested.



Salary Detail:

If you are requesting funds to pay for administrative salaries please indicate the title(s) and % of admin time in the justification box. If you are requesting coverage for indirect costs you may NOT request administrative salaries as part of your direct costs.

Last Name	First Name	Title	Amount
<input type="text" value="Damalas"/>	<input type="text" value="Kris"/>	<input type="text" value="Contracts Admin"/>	<input type="text" value="200"/>

[Update](#) [Cancel](#) [Delete](#) [Add Team Member](#)

Item	Amount	Justification
Salaries	<input type="text" value="0.00"/>	<input type="text"/>

[Save Budget Item](#)

Once you enter your salary details for a specific team member, click "update" to save that staff member's information.

Repeat as needed until all staff are accounted for.

Click "save budget item" when you are finished adding the details under the line item (in this example, when you are finished adding team members under the salary line item) click "save budget item"

Continue in the same manner with all categories in the budget table applicable to the proposal. (click edit next to the category, complete the details under the table, update each line item added, then click "save budget item"). Remember that the main budget table should **only** show items for which the organization is requesting funding under this proposal, not the entire budget for the program. Leveraged resources will be recorded in two subsequent tables.

Note: Should an organization be awarded a grant, the final budget and workplan details will be finalized during negotiation.

The next two questions request information concerning other funding sources secured for the proposed project. Click "add funding item," choose the appropriate City Department or other fund source from the drop down menu, enter the amount, and any comments, then click "update" to save the line item.

Q3. Program Funding from non-City sources.

Using the table below, please list funding received from non-City sources that support the same program for which you are requesting funds. If you do not receive any non-City sources for the proposed program leave the table blank.

Name of Funding Source	Comments (Optional)	Amount
Total Program Funding from Non-City Sources: \$0		

[Add Funding Item](#)

Total Proposed Program Funding from this Grant: \$1,250  
Total Program Budget, including all funding from all sources (should equal the totals from Q1, Q2 and Q3): \$1,250

Skip to Section:

[SELECT RFP](#)
[<<< BACK](#)
[NEXT >>>](#)

Q3. Program Funding from non-City sources.

Using the table below, please list funding received from non-City sources that support the same program for which you are requesting funds. If you do not receive any non-City sources for the proposed program leave the table blank.

	Name of Funding Source	Comments (Optional)	Amount
Update Cancel	(Select)		0
	Federal		
	State		
	Local		
	Individual Contributions		
	Foundations		
	Corporations		
	Earned Revenue		
	Other		

Total Program Funding from Non-City Sources: \$0

Total Proposed Program Funding from this Grant: \$1,250

Total Program Budget, including all funding from all sources (should equal the totals from Q1, Q2 and Q3): \$11,250

Skip to Section: (Please Select) SELECT RFP <<< BACK NEXT >>>

Once you are finished with this screen, click “next” to proceed to the Neighborhood section.

The next section is Neighborhood.

Read the directions provided at the top of the page and add neighborhoods your organization anticipates serving under this proposal as appropriate.

Just like the previous sections, click “add neighborhood item” to bring up the menu of neighborhood options and enter detailed information. Click “update” to the left of each neighborhood to save it as part of the table.


6. Neighborhood

Q1. Please identify the specific neighborhoods and the programming you will serve from each neighborhood. The neighborhoods that will benefit from the funding you are requesting are to be served and the % of your total clients to be served from each neighborhood.

	Name of Neighborhood	% Input
Update Cancel	(Select)	0
	Bayview/Hunter's Point	
	Bernal Heights	
	Chinatown	
	Diamond Heights/Glen Park	
	Excelsior	
	Financial District	
	Fisherman's Wharf/North Waterfront	
	Golden Gate Park	
	Haight Ashbury	
	Hayes Valley	
	Inner Sunset	
	Japan Town	
	Lakeshore/Stonestown	
	Lone Mountain/North of Panhandle	
	Marina	
	Mission	
	Mission Bay	
	Nob Hill	
	Noe Valley	
	North Beach	
	Oceanview Merced Ingleside	
	Outer Mission	
	Outside of San Francisco	
	Pacific Heights	
	Portola	
	Potrero Hill	
	Presidio	
	Presidio Heights/Laurel Heights	
	Richmond	

Total %: 0

Skip to Section: (Please Select) <<< BACK NEXT >>>

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Note: The sum of all neighborhood lines must equal 100%.

The neighborhood section is the final one requiring data entry. Once you click “next” a report showing all answers and agency information on file will appear. From here you may print and review the information entered prior to submission.

Note: The application has NOT been submitted at this point.

**TOTAL GRANT SOLUTION™**

Switch to: <Select> **GO >>>**

**SIGN OFF** home criteria

# ONLINE RFP

Welcome, Kris Damalas  
Office of Economic and Workforce Development - Workforce Division

---

Program: ADBK PNO: 40366  
[Print this report](#)

**TOTAL GRANT SOLUTION™**  
**TEST TEST TEST TEST RFP #118**  
RFP Period: 6/23/2014 thru 6/23/2014  
Office of Economic and Workforce Development - Workforce Division

Proposal Submitted: No

Agency Information:  
Address: 1 South Van Ness Av San Francisco CA 94131  
Phone: 415-581-2335  
Fax:  
Web Site:  
2014 Request: \$1,000.00

Executive Director Information:  
Name: Big Bird Phone: 701-415-1245  
Email: bigbird@gmail.com

Board Information:

First Name	Last Name	Neighborhood	Employer	Occupation	Race	Sex
bird	big	Excelsior	OEWD	CEO	Other - Hispanic	Female

Scroll to the bottom of the page and click next.

You have the option to print the finished proposal from this screen as well.

Neighborhood	% Input
Bayview/Hunter's Point	50
Bernal Heights	50
Total %: 100	

[Print this report](#)

Skip to Section: (Please Select) **SELECT RFP** **<<< BACK** **NEXT >>>**

Only users with organizational level access will have the option to submit the application once the data entry is complete.

If your logon has this access, the final page will show a submit button.



**SIGN OFF**

**HOME** **CRITERIA**

## ONLINE RFP

Welcome, MGR User  
Test Agency

All proposals must be submitted by 10:00 A.M. on Thursday, January 20, 2011.

For security, this page will time out 45 minutes from the time it was accessed.  
Once this page times out, you will need to re-login to continue working (any unsaved data will be lost).

Name: Test Agency  
Program Area: Workforce CDBG Programs  
Proposal No.: 10023

### APPROVE AND SUBMIT PROPOSAL

This proposal data has been saved, but is NOT submitted.  
Only Organization Admin-level users may submit.  
(The 'Submit' button must be clicked by an Organization Administrator by Thursday, January 20, 2011)

Skip to Section: (Please Select) [v]



Depending on the access level of your logon and password, the final screen after the report will either show a submit button or the final screen will notify you that only log ons with "Organization Admin-level" access are allowed to submit the proposal.

Please note that the proposal is NOT submitted until a user with the appropriate access clicks the "submit" button before the deadline

**SIGN OFF**

**HOME** **CRITERIA**

## ONLINE RFP

Welcome, Pete Zapal  
Test Agency

All proposals must be submitted by 10:00 A.M. on Thursday, January 20, 2011.

For security, this page will time out 45 minutes from the time it was accessed.  
Once this page times out, you will need to re-login to continue working (any unsaved data will be lost).

Name: Test Agency  
Program Area: Workforce CDBG Programs  
Proposal No.: 10023

### APPROVE AND SUBMIT PROPOSAL

To submit this proposal, click the Submit button (only Organization Admin level users may submit, as clicking the Submit button serves as your electronic signature).  
Please note: Once you click the Submit button, you will not longer be able to edit your proposal.  
**PLEASE CLICK THE SUBMIT BUTTON ONLY ONCE.**

Skip to Section: (Please Select) [v]

After you submit, you will receive both a confirmation on screen with a receipt number and an auto-generated confirmation email

The screenshot shows the 'TOTAL GRANT SOLUTION' online RFP interface. At the top left, there is a 'SIGN OFF' button and 'home' and 'criteria' links. The user is logged in as 'exec user' from the 'Office of Economic and Workforce Development - Workforce Division'. A 'Switch to:' dropdown menu is set to '<Select>' with a 'GO >>>' button. The main heading is 'ONLINE RFP'. Below this, there is a blue horizontal bar with 'Program: ADBK' and 'PNO: 40275' on the right, and a 'Print this report' link. The center of the page displays 'TOTAL GRANT SOLUTION™' and 'RFP Period: 11/20/2013 thru 11/20/2013'. A pink oval highlights the text: 'Proposal Submitted: Yes, by exec user, 11/20/2013 8:59:05 AM' and 'RECEIPT # 40275'. Below this is a green checkmark icon with a box that says 'SUBMISSION SUCCESSFUL'. To the right of the checkmark, the text reads: 'This is an official receipt to show that your "TEST TEST TEST RFP #115" proposal (from RFP period 11/20/2013 thru 11/20/2013) was successfully submitted. You'll also be getting an email confirmation from Tekmeca, Inc. To ensure delivery of confirmation email, please check your spam/email blocker.'

If your log on is not authorized to submit proposals, you will need to work with your Executive Director, CEO, President or other official with organizational level access to review and submit the proposal.

Refer to the document titled "Online TGS Instructions" posted under the Document Downloads header at the bottom of the site <http://oewd.org/bid-opportunities/RFP-121> for step by step instructions.

Forgotten or lost passwords for the TGS system can be retrieved by users. Agencies who have never had a TGS account can also sign up for free and submit a proposal for RFP 121. Please refer to the document titled "Online TGS Instructions" under the Document Downloads header at the bottom of the site <http://oewd.org/bid-opportunities/RFP-121> for step by step instructions.

Once you press the submit button on a proposal, no edits can be made.

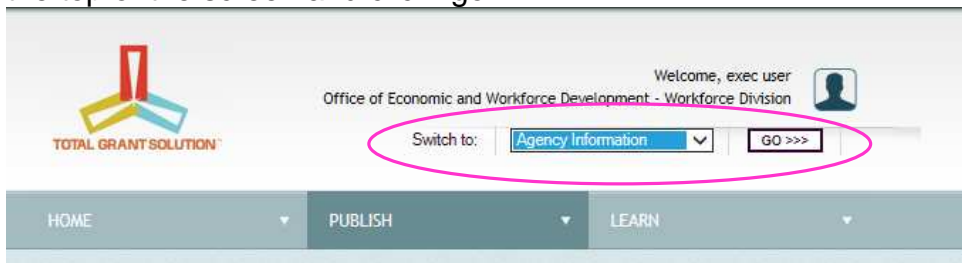
If you find mistakes that need to be changed prior to the proposal deadline and prior to submission, you may make changes. Log into the online RFP and use the "skip to section" function at the bottom of any of the entry screens to navigate to the section you want to correct. Make your edits then continue through the screens by clicking "next." Review each carefully before completing the final "submit" step above when all errors have been corrected.

Unfortunately after a proposal is submitted, not edits can be made but a new, replacement proposal may be submitted **prior** to the deadline.

Please notify Kris Damalas via email at [owd.procurement@sfgov.org](mailto:owd.procurement@sfgov.org) if you submit a proposal you do **NOT** want considered in the review process after you have submitted your new, replacement proposal.

If you would like to submit documents to support your proposal (letters of support, letters of collaboration, MOUs, or other items requested in the RFP) you may do that prior to completing your proposal in the “organization background document” section of the Agency Information tab. Note that this section is not in the RFP for services module but is in TGS.

From the home screen, choose “Agency Information” from the drop down box at the top of the screen and click “go”



Click on the “GENERAL” tab in the middle of the blue header and scroll down to the “Organizational background documentation” section about halfway down the page.



## Agency Info

Please review your Agency Information below and update fields as needed. Once done, click the 'Submit' button to the right or at the bottom of this page to save your data. Fields with an asterisk (\*) are required.

Click to save agency info:



### Full Time Employees

Organization Size in FTE \*

Volunteer Pool Size in FTE \*

### Organization Background

SUGGESTION: Since the answers to the items below may be long, you may want to type them in a word processing program first, then cut/paste them into the appropriate boxes.

WHAT IS YOUR ORGANIZATION'S MISSION STATEMENT? \*

BRIEFLY DESCRIBE THE TYPES OF SERVICES YOUR ORGANIZATION PROVIDES TO SAN FRANCISCO RESIDENTS AND YOUR HISTORY OF ACCOMPLISHMENTS. \*



**ORGANIZATION BACKGROUND DOCUMENTATION:** Use the grid below to upload applicable files (only these doc types should be uploaded: Articles of Incorporation, Articles of Incorporation Amendment, IRS Non-Profit Status Letter)

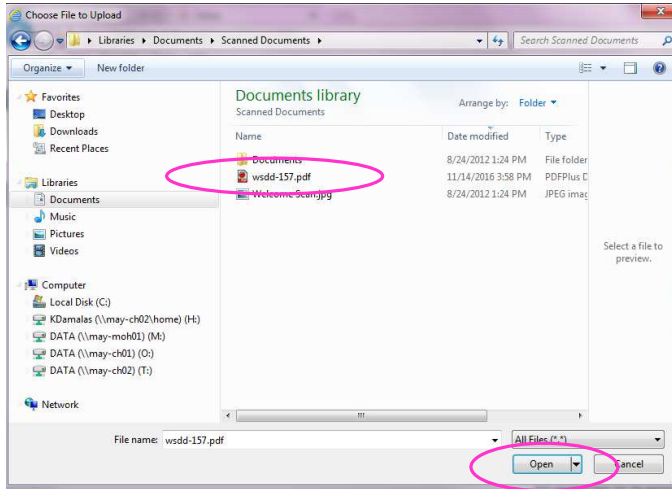
			Documentation	
<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Document</a>	IMAGE NAME: wddd-157 (A1).pdf	UPLOADED BY: 7kdama
			UPLOAD DATE: 11/18/2016 4:03 PM	COMMENTS:
			DOCUMENT TYPE:	
			FISCAL YEAR:	

Please don't include instruction pages.

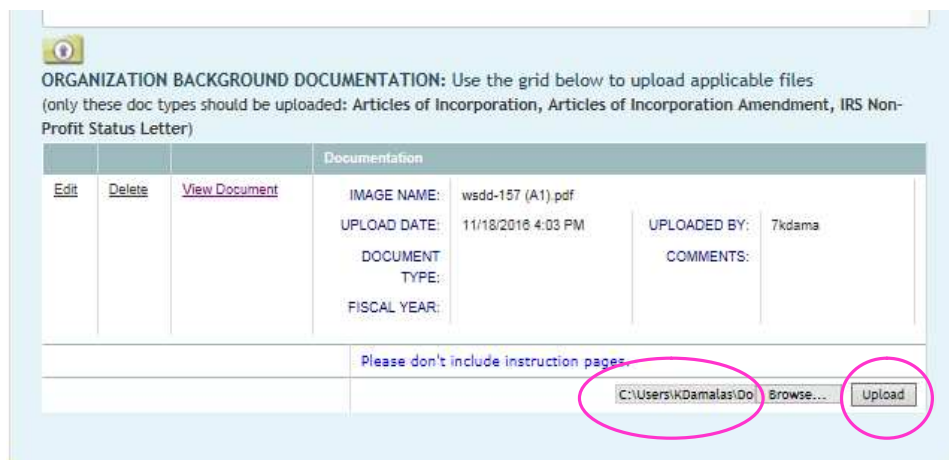
Click on "browse"



In the pop up window, choose a file to upload from your computer by clicking on it and clicking “open” Note that only PDFs should be uploaded.



You will see the file name fill in next to where you previously clicked “browse”




Confirm the correct file is chosen then click “upload”

You will notice a note indicating the file was successfully uploaded under the table and the table will ask you to add some additional information to the file you uploaded.

- Choose document type of “articles of incorporation” regardless of type of document you’re uploading.
- Change the fiscal year to “2017”
- Leave a comment in the Comments box indicating this is a document that should be included for review. Be sure to indicate in your proposal (question 9) how many documents and the file names that should be attached to the proposal when it’s given to the review panel. Because some attachments may only pertain to one proposal, the notes in the comment box here and accurate file names in question 9 will ensure that the right attachments are connected to the right proposals.

Click “Update” on the left to save your answers – or delete to remove this document.

 **ORGANIZATION BACKGROUND DOCUMENTATION:** Use the grid below to upload applicable files (only these doc types should be uploaded: Articles of Incorporation, Articles of Incorporation Amendment, IRS Non-Profit Status Letter)

			Documentation		
<a href="#">Update</a> <a href="#">Cancel</a>	<a href="#">Delete</a>	<a href="#">View Document</a>	IMAGE NAME:	wsdd-157 (A1).pdf	
			UPLOAD DATE:	12/5/2016 9:05 PM	
			UPLOADED BY:	exec	
			DOCUMENT TYPE:	Articles of Incorporation	
			FISCAL YEAR:	2017	
			COMMENTS:	RFP 121 support doc	
<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Document</a>	IMAGE NAME:	wsdd-157 (A1).pdf	
			UPLOAD DATE:	11/18/2016 4:03 PM	UPLOADED BY: 7kdama
			DOCUMENT TYPE:		COMMENTS:
			FISCAL YEAR:		

Please don't include instruction pages.