

City and County of San Francisco



Request for Proposals (RFP) #220

Economic Development Grants for Cultural Programming

Issued by:	Office of Economic and Workforce Development (OEWD)
Date issued:	Friday, December 10, 2021
Proposals due:	Thursday, December 30, 2021 by 5:00 P.M. Only E-mailed Submissions will be accepted in accordance with public health and accessibility guidelines. Complete submissions must be e-mailed to: owd.procurement@sfgov.org
Questions about this RFP?	All questions and technical assistance requests for this RFP may be e-mailed to: owd.procurement@sfgov.org
Need the RFP or application materials in alternative formats for persons with disabilities? Please send an e-mail to: owd.procurement@sfgov.org	

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TABLE OF CONTENTS

(Hover mouse over Section Name, press “Ctrl”, then click on Section Name to navigate to that Section)

Section	Section Name	Page #
I.	Introduction, Overview and Schedule	3
II.	Program Area and Scope of Work	7
III.	Application Process	22
IV.	Proposal Review Process	25
V.	Protest Process	29

Appendices:

- A. Application Template – Request for Proposals 220
- B. Proposed Budget Template
- C. Staffing and Board Chart Template
- D. City Grant Terms (Form G-100)
- E. Applicant Requirements and Guidelines
- F. Supplier Registration Instructions

I. Introduction, Overview and Schedule

Arts, entertainment and tourism are key drivers of employment, commerce and neighborhood economic vitality in San Francisco. These sectors play a key role in the lives of the people who live, work and visit our city; however, they have been acutely harmed by the COVID-19 pandemic. Additionally, communities of color faced disproportionate health, social and economic impacts.

The funding in this Request for Proposals (RFP) responds to these circumstances with investments supporting neighborhood activations centered on Asian American/Pacific Islander (AAPI) and Latino arts and culture, that draw local and visitors outside of San Francisco. By funding community-serving events, exhibitions and institutions, this RFP focuses on supporting San Francisco's artists and cultural organizations while also contributing to the revitalization of the entertainment economy in neighborhoods such as Chinatown and the Mission.

The total amount of funding anticipated for the initial contract awards is **\$1,900,000** and most grants are anticipated to be one-year awards. We look forward to receiving your proposals, as our partnership with you and your organizations will strengthen our collective efforts in realizing an equitable recovery for San Francisco's diverse communities.

About Invest In Neighborhoods

Invest in Neighborhoods ("IIN") is committed to advancing racial equity, diversity and inclusion in San Francisco's neighborhood commercial corridors and meeting the needs of local residents and users by strengthening small businesses, improving physical conditions, increasing quality of life, and building community capacity. In pursuit of these objectives, IIN offers programs that are designed to provide focused, customized assistance that meets the specific needs of San Francisco's neighborhood commercial corridors by leveraging existing programs from across multiple City departments and nonprofit partners. There are many programs offered through IIN for which more information can be found at <https://oewd.org/neighborhoods>

A. Eligible Applicants

You are eligible to apply if you:

- Are a nonprofit 501(c)(3) organization, registered with the Internal Revenue Service and in good standing with the State of California's Registry of Charitable Trusts.
- Are not debarred or suspended from participation in local, State or Federal programs;
- Meet all minimum qualifications as described in Section II below;
- Can comply with all local, state or federal laws and regulations if funded. Please see **Appendix D** and **Appendix E** for more information about general terms and conditions of City funding opportunities.

B. Available Funding

The initial round of funding is expected to come from the local City funds ("General Fund"). OEWD may also award a variety of federal, state or local funding including, but not limited to:

- Department of Labor - Workforce Innovation and Opportunity Act (WIOA), American Apprenticeship Grant, Emergency Funds, etc.
- US Small Business Association (SBA)
- Housing and Urban Development - Community Development Block Grant (CDBG)
- Other city, state, federal and non-government sources, such as contributions from private foundations

The funding amounts listed in this RFP are anticipated initial funding awards, based on current budget availability. Actual awards will be determined by the number of responsive proposals that meet OEWD strategies and objectives, and funding may be less or more. Please submit budget requests according to the limits in this RFP, however, OEWD may negotiate different funding allocations and project goals before finalizing awards. Should additional funding become available, award amounts may be increased significantly beyond the originally anticipated amount.

This RFP, and the proposals received as a result of it, may be used to justify funding decisions for other similar services and/or other funding that becomes available through OEWD or any other City department. OEWD, or other City agencies, will disclose any additional regulations or requirements during the negotiation process for grants or contracts that are awarded through this RFP and funded by other local, state, federal or non-city sources.

Nonprofit organizations funded by OEWD under this RFP may also be eligible to apply for funding under OEWD's nonprofit capacity fund. The goal of OEWD's nonprofit capacity fund is to maintain continuity of economic and workforce development services by potentially assisting OEWD's nonprofit suppliers with one-time, as-needed funds to support administrative operations and organizational effectiveness (e.g. leadership transition, strategic partnership). The fund is dependent on funding availability, and limited to nonprofit organizations who are currently funded by OEWD for the specific purpose of providing economic and workforce development services. When funding becomes available, eligible

nonprofit organizations currently funded by OEWD will be notified of the opportunity to apply for funding.

C. Technical Assistance

OEWD is committed to ensuring all applicants have a fair chance to compete for this funding. In recognition of the current public health climate, all technical assistance will be provided online/by phone. If you have any questions about this RFP, or need assistance with the application, please get in touch with our office at the following email address: oewd.procurement@sfgov.org

D. Service Period

Unless otherwise noted, successful proposals will be funded for a term of **one (1) year**, beginning in fiscal year 2021-2022. Grants may be negotiated for longer terms, and funding awards will be adjusted commensurate with the extended service period. In some cases, the City may renew or extend programming through fiscal year 2024-2025. All decisions regarding the size, length, and scope of future funding awards are subject to OEWD approval and budget availability. Future funding is not guaranteed, and funding amounts and terms will depend upon the performance of the grantee during the initial award period, as well as other policy considerations as determined by OEWD. Grantees will be asked at a minimum to submit a final report of their activities and, if OEWD elects to renew the award, a revised scope of work and budget for the renewal period(s) for OEWD review. OEWD reserves the right, in its sole discretion, to not renew funding awards.

E. Schedule

The anticipated schedule for awarding initial funding is as follows:

Proposal Phase	Date
RFP is issued by the City	Friday, December 10, 2021
Deadline for submission of written questions*	Friday, December 17, 2021
Answers to questions posted online	Tuesday, December 21, 2021 by end of day
Proposals due	Thursday, December 30, 2021 by 5:00 P.M.
Committee Review	Early January, 2022
Grantee Selection and award notification	Anticipated January 7, 2022
Protest period ends	5 business days after award notification
Projects begin	February 2022 or later

Each date is subject to change. For the latest schedule, check: <http://oewd.org/bid-opportunities/RFP-220>

*Note: Substantive questions regarding the program area in this RFP – such as clarifying questions regarding the eligibility of proposed projects – must be submitted by December 17, 2021. Purely technical questions regarding how to complete or submit the RFP application packet will be answered until the proposal submission deadline. Send an email to oewd.procurement@sfgov.org if you have technical assistance needs.

II. Program Area and Scope of Work

This RFP includes 7 distinct economic development programs.

Press "Ctrl" and click the hyperlink (Program Area Name) to navigate to a specific program.

#	Program Area Name	Maximum Budget Request per Proposal	Anticipated Number of Grant Awards	Target Neighborhoods
A	Chinatown Bruce Lee Exhibition	\$400,000	1	Chinatown
B	Asian American and Pacific Islander Arts and Culture Museum Support	\$600,000	1	Chinatown
C	Chinatown Community Art Space	\$200,000	1	Chinatown
D	Asian American Pacific Islander (AAPI) Media Festival	\$200,000	1	Chinatown, Japantown, SOMA, Citywide
E	Manilatown Cultural Programming	\$100,000	1	Citywide
F	Asian American Pacific Islander (AAPI) and Japanese-American Performative Arts Programming	\$100,000	1	Citywide
G	Mission District Latino Cultural Events	\$300,000	1	Citywide

Program Area A: Chinatown Bruce Lee Exhibition

Anticipated Number of Awards: 1

Amount: Total amount of funding available under this program area is **\$400,000**. Applicants may propose budgets of up to \$400,000 to cover 12 months of services. Grant agreements may be negotiated for longer terms (e.g. 2 years) and budgets will be adjusted commensurate with the extended service period.

Eligible Neighborhood(s): Chinatown

Scope of Work:

OEWD is seeking proposals from **nonprofit** organizations to support the creation of a visual art and history exhibition featuring Bruce Lee in the Chinatown neighborhood to increase economic and tourism activity in the area, contribute to neighborhood vitality and strengthen Chinatown's arts and entertainment sector.

The scope of work for the selected organization in this program area may include, but is not limited to the following:

- Develop, coordinate, promote and facilitate a series of art and culture programs in the Chinatown neighborhood.
- Coordinate and facilitate a year-round event schedule to promote a Bruce Lee Museum in Chinatown.
- Develop culturally appropriate strategies that attract participants and visitors to Chinatown's cultural and historical assets.
- Engage in neighborhood collaboration to strengthen community, business, and media partnerships.

Minimum Qualifications:

- Applicants must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.
- Applicants must have a minimum of 5 years of experience providing artistic and historical programming centered on Chinese-American arts and culture.
- Applicants must have a demonstrated and historical record of serving the Chinatown neighborhood, including, but not limited to, an established physical location in the Chinatown neighborhood.
- Project team must include individuals that are fluent in Cantonese and Mandarin.

Preferred Qualifications:

- Applicants should have a strong track record of collaborative partnerships within the Chinatown community.

- Applicants with more than 10 years' experience providing artistic and historical programming centered on Chinese-American arts and culture will be given additional consideration.
- Applicants should have a demonstrated history of successfully executing Chinese-American culturally specific arts and cultural events and activities in the Chinatown neighborhood.
- Proposals that demonstrate strong support from community organizations and stakeholders will be given additional consideration. Applicants may submit letters of support to demonstrate existing partnerships or relationships that will contribute to the success of the proposed program.

Supplementary Questions and Requirements:

- Please explain how your organization's experience in this field will help you successfully complete the goals of the grant.
- Optional: Applicants may include between 1-3 letters of support from San Francisco community organizations or stakeholder groups, such as the San Francisco API Council. While not required, letters of support are encouraged.

Program Area B: Asian American and Pacific Islander Arts and Culture Museum Support

Anticipated Number of Awards: 1

Amount: Total amount of funding available under this program area is **\$600,000**. Applicants may propose budgets up to \$600,000 to cover 12 months of services. Grant agreements may be negotiated for longer terms (e.g. 2 years) and budgets will be adjusted commensurate with the extended service period.

Eligible Neighborhood(s): Chinatown

Scope of Work:

OEWD is seeking proposals from nonprofit organizations to support the capacity, operation and expansion of arts and cultural museum institutions in the Chinatown neighborhood to increase economic and tourism activity in the area, contribute to neighborhood vitality and strengthen Chinatown's arts and entertainment sector.

The scope of work for the selected organization in this program area may include, but is not limited to the following:

- Develop, coordinate, promote and facilitate a series of art, history and culture programs in the Chinatown neighborhood.
- Support the physical and operation expansion of existing arts or historical exhibitions in Chinatown.
- Develop culturally appropriate strategies to facilitate community engagement and outreach to promote AAPI cultural and historical assets in Chinatown.
- Engage in neighborhood collaboration to strengthen community, business, and media partnerships.

Minimum Qualifications:

- Applicants must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.
- Applicants must have a minimum of 5 years' experience providing artistic and historical programming centered on Chinese-American arts and culture.
- Applicants must have a demonstrated and historical record of serving the Chinatown neighborhood, including, but not limited to, an established physical location in the Chinatown neighborhood.
- Project team must include individuals that are fluent in Cantonese and Mandarin.

Preferred Qualifications:

- Applicants should have a strong track record of collaborative partnerships within the Chinatown community.

- Applicants with more than 10 years' experience providing artistic and historical programming centered on Chinese-American arts and culture will be given additional consideration.
- Applicants should have a demonstrated history of successfully executing Chinese-American culturally specific arts and cultural events and activities in the Chinatown neighborhood.
- Proposals that demonstrate strong support from community organizations and stakeholders will be given additional consideration. Applicants may submit letters of support to demonstrate existing partnerships or relationships that will contribute to the success of the proposed program.

Supplementary Questions and Requirements:

- Please explain how your organization's experience in this field will help you successfully complete the goals of the grant.
- Optional: Applicants may include between 1-3 letters of support from San Francisco community organizations or stakeholder groups, such as the San Francisco API Council. While not required, letters of support are encouraged.

Program Area C: Chinatown Community Art Space

Anticipated Number of Awards: 1

Amount: Total amount of funding available under this program area is **\$200,000**. Applicants may propose budgets up to \$200,000 to cover 12 months of services. Grant agreements may be negotiated for longer terms (e.g. 2 years) and budgets will be adjusted commensurate with the extended service period.

Eligible Neighborhood(s): Chinatown

Scope of Work:

OEWD is seeking proposals from nonprofit organizations to support the operation of a Community Art Studio and Hub in the Chinatown neighborhood to increase economic and tourism activity in the area and contribute to neighborhood vitality.

The scope of work for the selected organization in this program area may include, but is not limited to the following:

- Operate a community-facing storefront arts space in the Chinatown neighborhood.
- Develop, coordinate, promote and facilitate a series of arts and culture programs in the Chinatown neighborhood.
- Coordinate and facilitate a year-round event schedule to promote Asian American/Pacific Islander (AAPI) art and culture in Chinatown.

Minimum Qualifications:

- Applicants must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.
- Applicants must have at least 5 years' experience providing arts programming in the Chinatown neighborhood.
- Applicants must have at least 3 years of experience operating a physical storefront arts space in the Chinatown neighborhood.
- Applicants must have a demonstrated and historical record of serving the Chinatown neighborhood, including, but not limited to, an established physical location in the Chinatown neighborhood.
- Project team must include individuals that are fluent in Cantonese and Mandarin.
- Proposals that demonstrate strong support from community organizations and stakeholders will be given additional consideration. Applicants may submit letters of support to demonstrate existing partnerships or relationships that will contribute to the success of the proposed program.

Preferred Qualifications:

- Applicants should have a strong track record of collaborative partnerships within the Chinatown community.
- Applicants with more than 10 years' experience providing arts programming in the Chinatown neighborhood will be given additional consideration.
- Applicants should have a demonstrated history of successfully partnering with local and international artists to produce AAPI cultural and arts exhibits.

Supplementary Questions and Requirements:

- Please explain how your organization's experience in this field will help you successfully complete the goals of the grant.
- Optional: Applicants may include between 1-3 letters of support from San Francisco community organizations or stakeholder groups, such as the San Francisco API Council. While not required, letters of support are encouraged.

Program Area D: Asian-American Pacific Islander (AAPI) Media Festival

Anticipated Number of Awards: 1

Amount: Total amount of funding available under this program area is **\$200,000**. Applicants may propose budgets up to \$200,000 to cover 12 months of services. Grant agreements may be negotiated for longer terms (e.g. 2 years) and budgets will be adjusted commensurate with the extended service period.

Eligible Neighborhood(s): Chinatown, Japantown, SOMA, Citywide

Scope of Work:

OEWD is seeking proposals from nonprofit organizations to support the creation of an Asian American Pacific Islander (AAPI) Media Festival in San Francisco to increase economic and tourism activity, contribute to neighborhood vitality and strengthen San Francisco's arts and entertainment sector.

The scope of work for the selected organization in this program area may include, but is not limited to the following:

- Develop, coordinate, promote and facilitate a series of year-round film and film-related events highlighting a diverse array of AAPI experiences.
- Produce aforementioned events in Chinatown, Japantown and SOMA in a variety of venues, such as film theaters, community centers, and outdoor spaces.
- Marketing materials and communication of the events must be available in multiple languages including, but not limited to Chinese, Japanese, Tagalog, and others.

Minimum Qualifications:

- Applicants must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.
- Applicants must have at least 5 years of demonstrated experience managing film festivals in San Francisco centered on AAPI media.
- Applicants must have a demonstrated and historical record of serving San Francisco communities, including, but not limited to, an established physical location in San Francisco.

Preferred Qualifications

- Applicants with more than 10 years' experience managing San Francisco-based film festivals centered on AAPI media will be given additional consideration.
- Proposals that demonstrate strong support from community organizations and stakeholders will be given additional consideration. Applicants may submit letters of support to demonstrate existing partnerships or relationships that will contribute to the success of the proposed program.

Supplementary Questions and Requirements:

- Please explain how your organization's experience in this field will help you successfully complete the goals of the grant.
- Optional: Applicants may include between 1-3 letters of support from San Francisco community organizations or stakeholder groups, such as the San Francisco API Council. While not required, letters of support are encouraged.

Program Area E: Manilatown Cultural Programming

Anticipated Number of Awards: 1

Amount: Total amount of funding available under this program area is **\$100,000**. Applicants may propose budgets up to \$100,000 to cover 12 months of services. Grant agreements may be negotiated for longer terms (e.g. 2 years) and budgets will be adjusted commensurate with the extended service period.

Eligible Neighborhood(s): Citywide

Scope of Work:

OEWD is seeking proposals from nonprofit organizations to support Filipino arts and culture programming in the Chinatown neighborhood to increase economic and tourism activity and contribute to neighborhood vitality.

The scope of work for the selected organization in this program area may include, but is not limited to the following:

- Support the creation and operation of a community art and history museum highlighting the experience and legacy of San Francisco's Manilatown community.
- Provide a gallery, performance venue and gathering space to celebrate San Francisco's Manilatown community, history and culture.
- Develop, coordinate, promote and facilitate a series of Filipino art and culture programs rooted in the legacies of San Francisco's International Hotel ("I Hotel") and the Manilatown neighborhood.
- Engage in neighborhood collaboration to strengthen community, business, and media partnerships.

Minimum Qualifications:

- Applicants must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.
- Applicants must have at least 5 years of demonstrated experience managing programs preserving and highlighting Filipino-American art, culture and history.
- Project team must include individuals that are fluent in Filipino.

Preferred Qualifications:

- Applicants should have a demonstrated history of successfully producing Asian-American Pacific Islander (AAPI) culturally specific arts and cultural events in San Francisco.
- Applicants with more than 10 years' experience managing programs preserving and highlighting Filipino-American art, culture and history will be given additional consideration.
- Proposals that demonstrate strong support from community organizations and stakeholders will be given additional consideration. Applicants may submit letters of support to demonstrate

existing partnerships or relationships that will contribute to the success of the proposed program.

Supplementary Questions and Requirements:

- Please explain how your organization's experience in this field will help you successfully complete the goals of the grant.
- Optional: Applicants may include between 1-3 letters of support from San Francisco community organizations or stakeholder groups, such as the San Francisco API Council. While not required, letters of support are encouraged.

Program Area F: AAPI and Japanese-American Performative Arts Programming

Anticipated Number of Awards: 1

Amount: Total amount of funding available under this program area is **\$100,000**. Applicants may propose budgets up to \$100,000 to cover 12 months of services. Grant agreements may be negotiated for longer terms (e.g. 2 years) and budgets will be adjusted commensurate with the extended service period.

Eligible Neighborhood(s): Citywide

Scope of Work:

OEWD is seeking proposals from nonprofit organizations to support performative arts programming, centered in the Japanese-American experience. Performances will be located in San Francisco, including but not limited to the Japantown neighborhood, to increase economic and tourism activity, contribute to neighborhood vitality and strengthen Japantown's arts and entertainment sector.

The scope of work for the selected organization in this program area may include, but is not limited to the following:

- Develop, coordinate, promote and facilitate a series of musical, storytelling and multimedia arts programming highlighting the AAPI and Japanese-American experience.
- Coordinate and facilitate a year-round event schedule to promote multidisciplinary Asian-American Pacific Islander (AAPI) performative arts in San Francisco.
- Engage in neighborhood collaboration to strengthen community, business, and media partnerships.

Minimum Qualifications:

- Applicants must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.
- Applicants must have at least 5 years of demonstrated experience producing multimedia arts programming centered on AAPI and Japanese-American culture.
- Project team must include individuals that are fluent in Japanese.

Preferred Qualifications:

- Applicants should have a strong track record of collaborative partnerships within the Japantown community.
- Applicants with more than 10 years' experience producing multimedia arts programming centered on AAPI and Japanese-American culture will be given additional consideration
- Applicants should have a demonstrated history of successfully producing culturally specific arts and cultural events in San Francisco centered on AAPI and Japanese-American art and experiences.
- Proposals that demonstrate strong support from community organizations and stakeholders will be given additional consideration. Applicants may submit letters of support to demonstrate

existing partnerships or relationships that will contribute to the success of the proposed program.

Supplementary Questions and Requirements:

- Please explain how your organization’s experience in this field will help you successfully complete the goals of the grant.
- Optional: Applicants may include between 1-3 letters of support from San Francisco community organizations or stakeholder groups, such as the San Francisco API Council. While not required, letters of support are encouraged.

Program Area G: Mission District Latino Cultural Events

Anticipated Number of Awards: 1

Amount: Total amount of funding available under this program area is **\$300,000**. Applicants may propose budgets up to \$300,000 to cover 12 months of services. Grant agreements may be negotiated for longer terms (e.g. 2 years) and budgets will be adjusted commensurate with the extended service period.

Eligible Neighborhood(s): Citywide

Scope of Work:

OEWD is seeking proposals from nonprofit organizations to support arts and cultural programming, including programming to support San Francisco's annual Carnaval celebration, primarily in San Francisco's Mission District. The activities funded by this grant should involve inclusive community events and programming that encourages visitors, small business collaboration and support, art activations centered in Latino culture, and vibrant community celebrations including, but not limited to festivals and parades.

The scope of work for the selected organization in this program area may include, but is not limited to the following:

- Outreach and marketing for events.
- Corridor activation and partnership with local small businesses and merchants.
- A primary cultural event production with additional smaller events leading up to the primary event.
- Hiring of local artists to participate in the production of events.
- Cultural activities to promote event productions.

Minimum Qualifications:

- Applicants must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.
- Applicants must have a demonstrated and historical record of serving the Mission neighborhood, including, but not limited to, an established physical location in the Mission neighborhood.
- Applicants must have at least 10 years' experience successfully producing well-attended arts and cultural events in the Mission District centered on multicultural Latino art and experiences.
- Project team must include individuals that are fluent in Spanish.

Preferred Qualifications:

- Applicants should have a strong track record of collaborative partnerships within the Mission community.

Supplementary Questions and Requirements:

- Please explain how your organization's experience in this field will help you successfully complete the goals of the grant.

III. Application Process

A. How to Apply

Complete applications shall include all of the items listed in the Proposal Package Checklist, below. Instructions and tips on completing all Proposal Package documents are included following the Checklist and all templates noted can be downloaded from <http://oewd.org/bid-opportunities/RFP-220>

Proposal Package Checklist - The following items must be completed and included in the application package.

Templates provided as Appendices to RFP 220:

- 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.
- Appendix C, Staffing and Board** template – Please provide staffing and board detail in 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.

Additional Reference Materials, Requirements and Guidelines

The following documents are for reference only.

Appendix D, City Grant Terms (Form G-100), contains the standard requirements that apply to all nonprofit organizations doing business with the City.

Appendix E, Applicant Requirements and Guidelines

Appendix E is a reference document which outlines additional details related to the following topics:

- Eligible Applicants
- Organizational Capacity
- Board of Directors/Leadership/Stability
- General City Grant Requirements
- Additional Local Requirements
- Collaborations
- Conditions of Proposal

Appendix F, Supplier Registration Instructions, provides registration instructions to Applicants who are not current City Suppliers (vendors).

B. Proposal Package Submission

When all items are complete, submit the entire Proposal Package by **5:00 p.m. on Thursday, December 30, 2021**. Complete proposal packages must be e-mailed to owd.procurement@sfgov.org and received by the City server by 5:00 p.m.

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

If you discover an error in your submission and need to submit a revised proposal, compile all items on the Proposal Package Checklist, follow the same steps as outlined above, and ensure that the revised submission is submitted before the deadline. Please also contact owd.procurement@sfgov.org and confirm when that you are replacing your prior submission so that OEWD is able to identify the correct proposal that the Review Committee receives.

Again, all submissions, including all appendices, must be received by 5:00 p.m. on Thursday, December 30, 2021 to be considered as part of the Proposal Review Process. **Early submission is highly encouraged.**

If you have any challenges with the application templates, please contact the Contracts and Grants Division at owd.procurement@sfgov.org. The team will assist with technical issues until the submission deadline.

C. Best Practice Tips

- Use the Proposal Package Checklist to ensure your proposal is complete.
- Carefully review the minimum qualifications in the program area(s) you are interested in. Note that you may be eligible for some programs and not others.
- Write as clearly and succinctly as possible and respond directly to the questions as asked. Do not submit extra materials not requested.
- No links to outside materials should be included in proposals, as the Review Committee will not review any websites, articles, videos, or documents during the review process.
- Include all requested files as attachments with your proposal prior to submission; these attachments will not be accepted after the deadline. **Note that the City server file size limit for attachments is 34MB.**

IV. Proposal Review Process

First, OEWD will review all proposals to determine if they are complete and eligible. Incomplete, late or otherwise ineligible proposals will not be considered and applicants will be notified if their proposals have been disqualified.

Next, a Review Committee will read and score all complete and eligible proposals. The Review Committee may consist of City and non-City staff and other individuals who have experience in the Program Area in this RFP. If applicants are current OEWD grantees or contractors, OEWD may consider prior performance in our review.

At the discretion of the City, the review process may require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the applicant's facility or proposed project area.

Selection Criteria

Applications will be reviewed and evaluated using the criteria described in this section. Point values indicate the relative importance placed on each section and points will be awarded based on the extent to which the application addresses the criteria listed. Applicants should prepare their proposals with these criteria in mind.

Depending on the number and quality of proposals, applicants may be invited to be interviewed by the review committee to make a final selection. Each application will be considered individually and the organization's overall capacity in relation to the number of projects proposed will also be considered when projects and proposals are recommended for funding.

The Review Committee consists of both "Tier 1" and "Tier 2" panels.

- Tier 1 Review - the primary review committee will review and score all responsive proposals on a 100-point scoring system as described in this RFP.
- Tier 2 Review – an additional review committee will review and score all proposals on a 50 point scale of how well each meets the district or neighborhood need, project feasibility, and fulfillment of key department priorities, as applicable. Proposals will then be ranked and awarded on the total points received from both reviews.

Applicant Qualifications and Staff Assignments (30 points)

- The applicant's professional qualifications and the experience of proposed partners, subcontractors and staff
- Experience and track record implementing similar projects or proposed activities

- Clarity and feasibility of proposed staffing assignments, taking into consideration accessibility, availability and workload
- The application demonstrates a thorough understanding of the economic, social, financial, institutional or other issues that require a solution.
- Demonstration of community support

Approach, Activities, and Outcomes (40 points)

- The proposed project will contribute to achieving the goals and objectives stated in the RFP.
- 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.

Performance Measurement and Reporting (15 Points)

- 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.

Financial Management and Budget (15 Points)

- Applicant provides a detailed budget narrative presenting reasonable costs that relate to activities proposed.
- 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.

Tier 2 scoring criteria

Applicant Qualifications and Community Connection (15 points)

- Demonstrates capacity to implement projects related to the proposed activities
- Demonstrates an understanding of community and economic development principles
- Demonstrates an understanding of the neighborhood and/or community and connection to the needs and goals of the neighborhood and/or community

Program Goals and Objectives (35 points)

- The proposed project will contribute to achieving Invest In Neighborhood goals, particularly the support of culturally vibrant neighborhoods
- The proposed project demonstrates clear community support
- The proposal demonstrates an understanding of community stakeholders and community organizations, and possible considerations for project implementation
- The design of the project reflects deep knowledge and understanding of the community and/or City
- The proposed project is innovative and creative in implementing a solution to meet community and/or neighborhood needs

Clarifications

The City may contact applicants to clarify any portion of the proposal. All questions to the applicants will be submitted in writing and the answers, in writing, will be submitted, along with the proposals, to the Review Committee for scoring. Any attempt by an applicant to contact a member of the Review Committee during the proposal review process (other than submitting clarification questions or responding to any City-initiated contact) may result in the elimination of that proposal from consideration.

Selection

After the Review Committees have concluded the evaluation and scoring of the proposals, the results will be submitted to the Director of OEWD, and the appropriate oversight bodies, if necessary, for review and determination of the award. The tentative awardees whose proposal(s) are determined to meet the needs of the City will be recommended to negotiate a grant. If an applicant submits multiple proposals, the organization's overall capacity in relation to the number of projects proposed will also be considered when proposals are recommended for funding. All applicants will be notified of the results of the evaluation.

The tentative award may be conditioned on inclusion of changes/additional terms. Negotiations over the specific terms and language may be required before submission to the Civil Service

Commission for approval, if applicable. If the City is unable to negotiate a satisfactory agreement with the winning applicant(s), the City may terminate negotiations with that applicant and proceed to negotiate with other qualified applicants in the order of their ranking in the evaluation process. This process may be repeated until a satisfactory grant agreement has been reached. Final award of the grant may be subject to approval by the Civil Service Commission, Board of Supervisors, Mayor, or other governing body.

Applicants who do not receive an award may appeal the decision. Applicants who receive a grant will be contacted to begin the grant negotiation process.

V. Protest Process

A. Protest of Non-Responsiveness Determination

If your proposal is deemed non-responsive, you will receive notice from the City explaining the reason for removing it from consideration. Within five calendar days of the City's issuance of a notice of non-responsiveness, any respondent that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. The protest must be received by the City on or before the fifth business day following the City's issuance of the notice of non-responsiveness.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the applicant, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Grant Award

Within five business days of the City's issuance of a notice of intent to award the grant, any applicant that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. The notice of protest must be received by the City on or before the fifth business day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the applicant, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

All protests must be received by 5:00 p.m. on the due date. OEWD highly recommends submitting the protest via email. If a protest is mailed in hard copy, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or fax will not be considered. Scanned signed protest letters may be submitted via email to oewd.procurement@sfgov.org. Letters transmitted electronically must be sent in PDF format and be signed by an individual authorized to negotiate or sign agreements on behalf of the protesting organization.

Protests must be addressed to:

Contracts and Grants Division
Office of Economic and Workforce Development
One South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

Following the City's receipt of a timely protest, the City may decide to schedule a meeting to review and attempt to resolve the protest. The meeting will be scheduled within ten (10) calendar days of the receipt of the protest, in a format that follows public health and accessibility guidelines. If the City determines a meeting is not necessary to address the protest, the protestor can anticipate a written response from the City within 10 calendar days of submission of the letter of protest. **All protest determinations made by the Director of OEWD are final.**