



City and County of San Francisco
Department of Building Inspection

REQUEST FOR PROPOSAL

FOR

SINGLE ROOM OCCUPANCY PROGRAM
(RFP #DBI2016-21SRO)

Issued by: **Department of Building Inspection**

Dated Issued: March 25, 2016

Proposal due: April 22, 2016

**REQUEST FOR PROPOSAL
SINGLE ROOM OCCUPANCY PROGRAM
(RFP #DBI2016-21SRO)**

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1. Introduction

The Department of Building inspection (DBI) was created by voter referendum under Proposition G in 1994. The charter amendment established the body known as the Building Inspection Commission which was designed to provide representation for the various communities which interact with the Building Department.

Purpose: To serve the City and County of San Francisco and the general public by ensuring that life and property within the City and County are safeguarded, and to provide a public forum for community involvement in that process.

Mission Statement: Under the direction and management of the seven-member citizen Building Inspection Commission, DBI's oversees the effective, efficient, fair and safe enforcement of the City and County of San Francisco's Building, Housing, Plumbing, Electrical, and Mechanical Codes, along with the Disability Access Regulations.

Housing Inspection Services (HIS):

- Implements and enforces the San Francisco Housing Code and pertinent related City Codes.
- Establishes and maintains minimum maintenance standards for existing residential buildings to safeguard life, limb, health, property, and public welfare by conducting periodic health and safety inspections and responding to tenant complaints.
- Conducts the Single Room Occupancy Program which is designed to provide tenant outreach and stabilization to low and very low-income residents of San Francisco to improve their living conditions and safety in SRO hotels and to help stabilize their lives.
- Carries out a wide variety of programs with emphasis on illegal units and the Mayor's Directive on Housing Production and Preservation of Rental Stock, Mayor's Office on Disability working group on elevators, Board of Supervisors' Fire Safety Task Force follow-up, and hoarding and cluttering.

2. Scope of Work

Purpose of Request for Proposal

The Department of Building Inspection seeks proposals from local non-profit organizations demonstrating successful experience in providing tenant outreach and stabilization to low and very low-income residents of San Francisco to improve their living conditions and safety in Single Room Occupancy (SRO) hotels and to help stabilize their lives.

The Single Room Occupancy (SRO) Program is designed to help stabilize the lives of tenants and improve the living conditions and safety in SRO hotels. The Program consists of five different Units of Service (UOS) types:

- 1) Specific Tenant Outreach for the purpose of community stabilization includes, but is not limited to, street outreach, door-to-door outreach and leaf-letting in the hotels;
- 2) Individual tenant stabilization including but not limited to needs assessment, housing retention plan, general advocacy, tenant meetings, referral and housing counseling;
- 3) Community Programs including, but are not limited to, fire prevention workshops, tenant rights and leadership development training meetings. The target population is very low-income, elderly, and disabled SRO tenants who are at risk of homelessness because of a lack of support services;
- 4) Substandard conditions in SRO hotels shall be referred to DBI staff, and program staff will collaborate with DBI to alleviate such conditions,
- 5) Educate the public, community groups, and public officials regarding the importance and benefits of the San Francisco Housing Code abatement process for SRO residents.

Proposers should have cultural and language competencies in Spanish, Chinese, Cantonese, Mandarin, Tosihanese, Russian, and/or Vietnamese in these following service areas:

Service Area 1:

The Mission area servicing tenants in English and Spanish.

Service Area 2:

The South of Market and Tenderloin areas servicing tenants in English, Spanish and Vietnamese.

Service Area 3:

The Chinatown area servicing tenants in Cantonese, Mandarin and Toishanese.

Proposers must be a local non-profit organization with experience working with diverse cultural groups, low income individuals/families, elderly, and disabled, with significant linguistic, social, and economic needs.

Proposers should have experience enhancing the community participation of these hard to reach disadvantaged populations.

Proposers are also required to have established community based experience in (1) a demonstrable proficiency in the San Francisco Housing Code enforcement/ abatement process, (2) mentorship of hotel occupants regarding habitability/safety issues, and participation in city services, (3) fire prevention (4) knowledge of SRO emergency preparedness and response, and (5) a proven track record in providing housing counseling services regarding tenant rights, housing displacement, and substandard conditions.

Following the selection process, non-profit organizations will work with HIS to correct problems.

Preference will be given to No-Fee programs. No fees will be collected from clients.

This scope of work is a general guide to the work the City expects to be performed, and is not a complete listing of all services that may be required or desired.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the services requested within this RFP, as well as for previous and future programs, the selected Contractor's findings and data may be shared by the City with other City Contractors, as deemed appropriate by the City.

Each Proposer should demonstrate its capabilities by providing responses to this RFP. Qualified Proposers may bid on one or more Service Areas. Non-profit Organizations are requested to identify in their proposal the Service Area and to submit separate, independent proposals to each Service Area, if more than one. The Service Areas are as follows:

- SRO tenants in the Mission District servicing tenants in English and Spanish.
- SRO tenants in the South of Market and Tenderloin servicing tenants in English, Spanish and Vietnamese.
- SRO tenants in the Chinatown District servicing tenants in Cantonese, Mandarin and Toishanese.

Depending on the Service Area which a proposal is submitted for, Proposers are expected to meet the following Units of Service per fiscal year defined as from July 1 to June 30.

Units of Service/Unduplicated Clients:

Service Area	Unit of Service	Number of Unduplicated Clients
Mission District	25,000	1,200
Chinatown	25,000	1,200
South of Market and Tenderloin	25,000	1,200

Selected Proposers will coordinate, cooperate, and collaborate with DBI Housing Inspectors and staff from other non-profit organizations in the program.

Selected Proposers will have program managers who are proficient in the housing code enforcement/abatement process and related business records, and will utilize this proficiency and proper management skills to supervise, monitor, and train their program providers on an on-going basis to maintain a knowledgeable staff, and an effective/cooperative working relationship with DBI. All subcontractors will do the same.

Successful completion of the following shall be established by negotiated Agreements between the City and Contractor:

A. Mandatory Process Objectives

1. Collaborative staff will provide User-friendly outreach and resource materials for SRO tenants will be developed, translated and distributed which are both culturally and linguistically appropriate for the target population. All materials are subject to review by Department staff prior to distribution.
2. Collaborative staff will conduct two fire prevention workshops per month in collaboration with the Fire Department.
3. Collaborative staff will conduct two disaster and preparedness workshops per month.
4. Collaborative staff is reachable from Monday through Friday, including weekend and evening hours.
5. Collaborative staff will utilized unsolicited feedback from clients as well as a formal annual evaluation to active participants.
6. Collaborative staff will submit quarterly reporting on meeting target objectives, with narrative, due on the 15th of the following month.
7. Collaborative staff will submit monthly invoices and backup documentation for expenditures due on the 15th of the following month.
8. Collaborative staff will provide thorough written or verbal reports regarding their Housing Code abatement activities at the regularly scheduled program meetings with DBI.
9. Collaborative staff will provide feedback from clients and families.
10. Community support and requests for services from other community agencies.

B. Desired Outcome Objectives

1. 80% of SRO tenants who have permanent tenancy and who seek eviction-counseling services from collaborative staff will resolve their housing problem without illegal eviction or involuntary displacement.
2. 80% of SRO tenants who attend a Fire Prevention Workshop and fill out a client satisfaction survey will report that they are satisfied or very satisfied with the workshop and report an increased awareness of fire safety.
3. 80% of SRO tenants who attend a Disaster Preparedness Workshop will have the skills and knowledge to prepare a 72hr disaster kit and know how to safely store it in their SRO unit.
4. 10% of SRO tenants that are provided outreach and referrals will have improved habitability conditions through code enforcement process and/or advocacy.

3. RFP Timeline & Important Elements

Proposals submitted for one or multiple Service Areas are allowed. Each date subject to change. All hours are Pacific Time. Check <http://sfdbi.org> for latest schedule.

Estimated Timeline	(Dates may be subject to change)
RFP issued	March 25, 2016
RFP questions deadline	April 1, 2016 (12 pm PT)
Answers posted online	April 8, 2016 (5 pm PT)
Deadline for proposals	April 22, 2016 (12 pm PT)
Grant award intent notification	May 13, 2016
Grant begins	July 1, 2016

Advance Questions

In lieu of a pre-proposal conference and to ensure fair and equal access to information about this RFP, email your questions to dbi.rfp@sfgov.org.

Questions must be in writing and received by **12 p.m. PT on April 1, 2016**. No questions will be accepted after this time with exception of City vendor compliance or Contract Monitoring Division questions. Questions will not be answered via telephone or in person by any DBI staff member.

A summary of all information, advance and pre pre-proposal questions and answers pertaining to this RFP will be posted on DBI's website at <http://www.sfdbi.org> by **April 8, 2016, at 5:00 p.m.**

Proposers are specifically directed NOT to contact any employees or officials of the City other than those specifically designated in this RFP and its Attachments. Unauthorized contact may be cause for rejection of proposals at the City's sole and absolute discretion

It is the intent of the City to award a grant to the most responsive and qualified Proposer(s) for each of the service areas. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request. Proposers are not guaranteed a grant.

The City reserves the right to award a single grant or multiple grants to multiple vendors that submitted a proposal.

This RFP is not intended to create any subcontracting opportunities. The standard subcontracting requirements are contained in this document as reference only.

Anticipated Grant Term

Based on this RFP's schedule, the anticipated grant terms will be July 1, 2016 to June 30, 2021 with the option to extend the grant for up to one (1) additional year. Proposers selected must be available to commence work on July 1, 2016.

4. Submission Requirements

A. Time and Place for Submission of Proposals

To apply to this Request for Proposal, Proposals and all related materials must be received by **12:00 p.m. PT on April 22, 2016**. Proposals may be delivered to the Reception Desk at the Department of Building Inspection, 6th floor, or mailed to:

*Department of Building Inspection
Finance Services
1660 Mission Street, 6th floor
San Francisco, CA 94103*

Postmarks will not be considered in judging the timeliness of submissions. Proposals submitted by e-mail or fax will not be accepted. Late submissions will not be considered, including those submitted late due to postal or delivery service failure.

B. Proposal Package

The following items must be included in your proposal and packaged in a box or envelope clearly marked **RFP# DBI2016-21SRO Single Room Occupancy Program**.

Complete, but concise proposals, are recommended for ease of review by the Evaluation Team. Proposals should provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled.

1) Format

- a) **One (1) original printed proposal (with original signatures) labeled as "Original."** The pages should be bound by a method in which the sheets may be easily separated (e.g. 3-hole binder, binder clip, comb binding, velo binding, etc).

RFP Attachment I - Acknowledgement of RFP Terms and Conditions

RFP Attachment II - CMD Local Business Enterprise Forms – 2 copies

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- b) **One (1) electronic copy containing entire contents of proposal, including all RFP Attachments** and must be labeled with the Proposer's name. All files should be submitted in unprotected PDF or Word format. Electronic files should include signatures, where applicable.
- c) **Two (2) complete printed copies of RFP.** The pages may be bound by a method of the Proposer's choosing. Proposers are advised to review RFP Attachments III

and IV before beginning work on the proposal to ensure they can meet the City's requirements.

- d) One (1) signed copy of all addendums to the RFP (with original signatures).**
The pages may be bound by a method of the Proposer's choosing.

2) Content

Organizations interested in responding to this RFP must submit the following information, in the order specified below:

a) Introduction and Executive Summary

1. Submit a 2-page letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your non-profit to obligate your non-profit to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your non-profit that your non-profit is willing and able to perform the commitments contained in the proposal.

b) Program Approach

Describe the services and activities that your non-profit proposes to provide to the City. Include the following information:

1. Overall scope of work tasks;
2. Audience that will be reached and what the outreach tools that will be used;
3. Schedule and ability to fulfill the programs deliverables; and
4. Assignment of work within your non-profit's work team.

The emphasis of services should be on housing code enforcement/abatement, fire prevention, safety, housing stabilization and disaster preparedness.

Proposers at a minimum must describe, in a narrative format, the following areas in their proposal:

- How and where outreach activities will take place.
- What partnerships will be developed with DBI housing inspectors.
- Program promotion (what kind of outreach will be conducted to get clients to this program).
- What kind of services will be provided to assist SRO tenants with alleviation of substandard conditions through the housing, health and fire code enforcement/abatement process.
- What kind of services will be provided to assist SRO tenants with housing stability.
- What kind of services will be provided to assist SRO tenants with fire prevention and safety issues.

- What kind of services will be provided to assist SRO tenants with emergency disaster preparedness response

3) Non-profit Qualifications

Provide information on your non-profit's background and qualifications which addresses the following:

- a) Name, address, and telephone number of a contact person;
- b) A brief description of your non-profit, as well as how any joint venture or association would be structured;
- c) Organization must be a City-approved vendor or be an approved City vendor prior to completion of the contract negotiations to receive funding under this RFP. Vendor application packets can be obtained from the Office of Contract Administration at City Hall, Room 430, and 1 Dr. Carlton B. Goodlett Place San Francisco, California 94102 or downloaded from their website at <http://sfgov.org/oca/qualify-do-business>.
- d) A description of not more than four programs similar in size and scope prepared by your non-profit including client, reference and telephone numbers, staff members who worked on each program, budget, schedule and program summary. Descriptions should be limited to one page for each program. If joint consultants or sub-consultants are proposed provide the above information for each.

4) Team Qualifications

- a) Provide a list identifying: (1) each key person on the program team, (2) the program manager, (3) the role each will play in the program, and (4) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another program/project without the City's prior approval; and
- b) Provide a description of the experience and qualifications of the program team members, including language and cultural proficiencies, and brief resumes if necessary.

5) References

Provide references for the lead consulting non-profit, lead program manager, and all sub-consultants, including the name, address and telephone number of at least three (3) but no more than five (5) recent clients (preferably public agencies other than the City and County of San Francisco).

Reference checks, including, but not limited to, prior clients, may be used to confirm the applicability of Proposer's experience with the services the City is requesting and the quality of services and staffing provided to prior clients. Reference checks may also confirm language and cultural proficiencies, as well as adherence to schedules/budgets and Proposer's problem-solving, program management and communication abilities, and performance on deliverables and outcomes.

6) Budget Proposal

The City intends to award these grants to the non-profits that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request. The method of payment will be Cost Reimbursement. Submit a detailed program budget; please break out all categories of spending. (personnel costs by employee and hourly rate, rent, supplies (including, etc.). Submit a budget for one year only. This will be used for renewal years. DBI does not anticipate any base budget increase in funding for renewal years. Units of Service will need to be met in renewal years at the same rate as year one. Please note funding is not guaranteed and may be subject to change. If no funding is available, the City will terminate the grant.

5. Evaluation and Selection Criteria

This section describes the guidelines used for analyzing and evaluating the proposals. It is the City's intent to select Proposer(s) for grant negotiations that will provide the best overall service package to the City inclusive of fee considerations. Proposers selected for grant negotiations are not guaranteed a grant. This RFP does not in any way limit the City's right to solicit grants for similar or identical services if, in the City's sole and absolute discretion, it determines the proposals are inadequate to satisfy its needs.

A. Evaluation Team

City representatives will serve as the Evaluation Team responsible for evaluating Proposers. Specifically, the team will be responsible for the evaluation and rating of the proposals, for conducting reference checks, and for interviews, if desired by the City.

B. Minimum Qualifications

The Minimum Qualifications are used by the City to determine whether the Proposer and the proposed staff identified to complete all tasks specified in the scope of work have had experience on programs comparable to the services the City is requesting. Any proposal that does not demonstrate that the Proposer meets these minimum qualifications by the proposal deadline will be considered non-responsive and will not be evaluated or eligible for award of any subsequent grant(s) resulting from this process.

The Proposer certifies that:

- 1) RFP ATTACHMENTS:
 - a. It has completed the requirements and submitted the forms described in RFP Attachments I, II, III, and IV (including Prior Program Description templates) as part of Proposal, as applicable.
- 2) STATUS:
 - a. The Proposer must be a valid existing legal entity qualified as a 501(c)(3) non-profit organization, fit to do business and in good standing in the State of California. In addition, each Proposer must have all necessary licenses, permits, approvals and authorizations necessary in order to perform the work and conduct the Proposer's business.

3) EXPERIENCE:

- a. Each organization is required to have experience in working with diverse cultural groups with significant linguistic, social, and economic needs. Each organization is also required to have established community based experience in (1) housing code enforcement/abatement (2) mentorship of hotel occupants regarding habitability/safety issues, and participation in city services, (3) fire prevention, (4) knowledge of SRO emergency preparedness and response, and (5) a proven track record in providing housing counseling services regarding tenant rights, housing displacement, substandard conditions, and multi-departmental city code enforcement processes. Being located within the communities they serve is very important.

4) STAFFING:

- a. The proposal clearly demonstrates that the program manager and/or technical lead proposed to be assigned to the City's program individually had a similar role. At a minimum, non-profit organization should provide 40 hours a week to the program.

5) OTHER CITY REQUIREMENTS:

The Proposer must be willing and able to comply with the City requirements set forth in Sections 7 and 8 of this RFP.

C. Proposal Evaluation Criteria (100 points)

Proposal Statements will be evaluated using the criteria established below and ranked by a selection committee comprised of City staff. At any time during the evaluation process, the City may require a Proposer to provide oral or written clarification of its Proposal Statements.

1) Scope of Work/Contractor Response – 30 points

- a) 10 Points: Proposal is presented in a clear and concise manner, and addresses all focus area topics.
- b) 10 Points: Proposal has a timeline for completion of services and estimated hours for each objective.
- c) 10 Points: Proposal provides for written monthly invoices and quarterly reports of client contacts.

2) Recent Relevant Experience – 20 points

- a) 10 Points: Relevance of and outcomes of past programs.
- b) 10 Points: Evaluations and/or letters of reference provided.

3) Agency and Professional Background – 30 points

- a) 20 Points: Non-profit's experience with housing and code enforcement.
- b) 10 Points: Background and experience level of personnel assigned to the SRO program. Resumes of organization's staff assigned to SRO program provided.

4) Budget (Rates) – 20 points

- a) 10 Points: Rates and budget are cost effective as related to services.

- b) 10 Points: Budget costs are well justified (program hours x rate/hr) and include all related expenses.

D. Award Processes

Following the Proposal Evaluation process, the City will select the most qualified and responsive Proposer with whom City staff will commence grant negotiations. The selection of any Proposer for grant negotiations shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby. If a satisfactory grant cannot be negotiated in a reasonable time with the selected Proposer, then the City, in its sole discretion, may terminate negotiations and begin grant negotiations with the next highest scoring Proposers it deems qualified. The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to its programs before and throughout the grant term. The City reserves the right at any time to approve, disapprove, or modify proposed program plans, timelines and deliverables, provided that all modifications are within the scope of services sought by this RFP. The City reserves the right to award a single grant or multiple grants to multiple vendors that submitted a proposal.

6. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five (5) working days of the City's issuance of a notice of non-responsiveness, any Proposer 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 by e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5th) working 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 Proposer, 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 (5) working days of the City's issuance of a notice of intent to award a grant under this RFP, any Proposer 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 by mail or e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5th) working day after the City's issuance of the notice of intent to award a grant.

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 Proposer, 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 the due dates as specified in Sections 6.A and 6.B. 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 by FAX will not be considered. Protests must be e-mailed to: dbi.rfp@sfgov.org

7. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify DBI, in writing, if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to DBI promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP and all notifications of intent to request written modification or clarification of the RFP, must be directed by email to *dbi.rfp@sfgov.org* by **12 p.m. noon April 1, 2016**.

C. Objections to RFP Terms

Should a Proposer object on any ground to any provision or legal requirement set forth in this RFP, the Proposer must, not more than ten calendar days after the RFP is issued, provide written notice to DBI setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

DBI may modify the RFP, prior to the proposal due date, by issuing Change Notices, which will be posted on the website at <http://sfdbi.org>. The Proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by DBI prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the proposal due date, to determine if the Proposer has downloaded all Change Notices.

E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Proposal

A Proposer may revise a proposal on the Proposer's own initiative at any time before the deadline for submission of proposals. The Proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date. In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any Proposer.

G. Errors and Omissions in Proposal

Failure by DBI to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any grant awarded pursuant to the RFP.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a non-profit in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

I. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which mandates:

‘No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract/grant, or (2) three months have elapsed from the date the contract/grant is approved by the City elective officer or the board on which that City elective officer serves.’

If a Proposer is negotiating for a contract/grant that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the Proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract/grant, or a city officer or employee initiates communication with a potential contractor about a contract/grant. The negotiation period ends when a contract/grant is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract/grant; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract/grant. Inquiries for information about a particular contract/grant, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. **Criminal.** Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. **Civil.** Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. **Administrative.** Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before

the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

4.

For further information, Proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or non-profits seeking grants shall be open to inspection immediately after a grant has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a grant or other benefits until and unless that person or organization is awarded the grant or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If a Proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the Proposer must comply with Chapter 12L. The Proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to Proposer's meetings and records, and (2) a summary of all complaints concerning the Proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the Proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

L. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any grant will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no program will be pursued.

M. No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a Proposer to observe any provision of this RFP.

8. Standard Grant Requirements

A. Standard Grant Provisions

The successful Proposer(s) will be required to enter into an agreement substantially in the form of the Grant Agreement, attached hereto as Attachment IV. Failure to timely execute the agreement, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the grant agreement, shall be deemed an abandonment of an award offer. The City, in its sole discretion, may select another non-profit and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§16.2 in the Agreement); the Minimum Compensation Ordinance (§16.8 in the Agreement); the First Source Hiring Program (§16.10 in the Agreement); and applicable conflict of interest laws (§8.4 in the Agreement), as set forth in paragraphs B, C, D, and E below.

B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the HRC's website at <http://sfgsa.org/index.aspx?page=6125>.

C. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see Section 16.8.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract. Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

D. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 701-4848.

E. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful Proposer that the City has selected the proposer.

RFP Attachment I - Acknowledgement of RFP Terms and Conditions

RFP Attachment II - CMD Local Business Enterprise Forms

RFP Attachment III - City's Administrative Requirements

RFP Attachment IV - City's Agreement Terms and Conditions