



San Francisco Department of  
**Early Childhood**

**REQUEST FOR GRANT APPLICATION (RFGA) #DEC24-01:**  
**Early Intervention and Specialized  
Services System of Care**

**Pre-Proposal Conference**

**GRANT APPLICATION REQUEST ISSUED: DECEMBER 20, 2023**

**PRE-PROPOSAL CONFERENCE: JANUARY 8, 2024 @ 1:30 PM**

**DEADLINE TO SUBMIT PROPOSAL: FEBURARY 16, 2024 by 5:00 PM**

*FOR QUESTIONS, PLEASE EMAIL [DEC-EISS-RFGA@SFGOV.ORG](mailto:DEC-EISS-RFGA@SFGOV.ORG)*



# Agenda and Guidelines

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

For updates, visit our website at : <https://sfdec.org/early-intervention/>



# RFGA Overview

**Amendments: RFGA Correction Items**

**Section I: Introduction and Solicitation Schedule**

**Section II: Scope of Work**

**Section III: Submission Requirements**

**Section IV: Proposal Evaluation Criteria**

**Section V: Pre-Proposal Conference & Contract Award (B & C)**

**Section VI: Terms and Conditions for Receipt of Proposal (F & M)**

**Section VII – IX : Refer to RFGA (pg50-56)**

**Section X – Standard Forms (B)**

**Section XI: RFGA FORMs Overview**



# RFGA Correction Items

RFGA Summary of Correction Items list is posted is on DEC website : <https://sfdec.org/early-intervention/>.

This amendment is issued to provide corrections, clarifications, and updates to the original RFGA.

**All proposers are advised to carefully review and incorporate all amendments into their Application Package.**

Item	Original Posting	Corrected Posting	Correction Date
1	<p><b>Section IV.</b> Proposal Evaluation Criteria <b>Table J:</b> MQs Service Component 4 <b>Page 38</b> ----- MQ 2: The Agency is a nonprofit organization filed with a 501(c)(3) and/or equivalent.</p>	<p><b>Section IV.</b> Proposal Evaluation Criteria <b>Table J:</b> MQs Service Component 4 <b>Page 38</b> ----- MQ 2: Agency is one of the following allowable entity types: for-profit organization, social enterprise, joint powers, educational institution, community-based non-profit under Section 501(c)(3) of the Internal Revenue Code, or individual.</p>	12/21/23





# Section I: Introduction and Solicitation Schedule

Page 6 - 17

# A. Introduction

## 1. General

The **Department of Early Childhood (DEC)** is seeking experienced entities to oversee, implement, and enhance over time critical components of San Francisco's System of Care for Early Intervention and Specialized Services for children with a developmental concern or identified disability and their families. Proposers may apply for **one or more of the following four (4) service components:**

- 1. Families of Children/Youth with Special Health Care Needs and Early Intervention Population FRC (CYSHN & EI FRC) :** *a population FRC that offers a full range of family support services across the age spectrum and in alignment with the services scope of the FRC initiative for Children and families city-wide*
- 2. Centralized Access Point (CAP):** *a hub for information and referrals on child development, developmental delays, and disability; information and access to developmental screening and immediate follow-up*
- 3. Developmental Playgroups:** *easy-to-access, culturally responsive playgroups for children with mild to moderate developmental concerns.*
- 4. Care Coordination and Individualized Support Services:** *Care coordination and individualized support for families of children with multiple care provider needs, a diagnosed disability, and/or who are at higher risk for developmental delays*



# General (cont'd): RFGA Service Components

<b>The Service Components</b>	<b>1</b> CYSHN and EI FRC	<b>2</b> Centralized Access Point	<b>3</b> Developmental Playgroups	<b>4</b> Care Coordination & Individualized Support
<b># Funded Entities</b>	<b>One Entity</b>	<b>One Entity</b>	<b>Up to Five</b>	<b>Up to Four</b>
<b>Maximum Amount</b>	<b>Up to \$ 800,000</b>	<b>Up to \$ 450,000</b>	<b>Up to \$ 650,000</b>	<b>Up to \$ 850,000</b>

**Total number of funded entities:**

**Up to 11 Entities**

**Total annual funding amount:**

**Up to \$ 2,750,000**



## 2. Background

- Important information about the **quantitative and qualitative data** which shows the need for and importance of our Early Intervention and Specialized Services Systems of Care Initiative including data on:
  - **Kindergarten Readiness** and the factors which predict and hinder readiness
  - **Population information** on the children and families with low rates of kindergarten readiness
  - **California Department of Health Care Services (DHCS)** reports on developmental screening and connection to Early Intervention services
  - **National Center for Health Statistics** on prevalence of any developmental disorder or delay
  - Qualitative data from parents and community providers on the **quality and types of services they want to see FRCs provide including services across the age span, educational navigation, linkage to services, and respectful and culturally concordant services**
  - A **historical overview of the 15 year history** of the San Francisco FRC Initiative and HMG initiative

## Target Population

- The Work of this funded initiative intends to be particularly focused on targeted strategies to reach these populations, while also maintaining a broad and universal reach
  - **Children in Preschools and Family Resource Centers**
  - **Children with Suspected or Identified Developmental Concern**
  - **Children Experiencing Outcome Disparities**
  - **Children and Families Experiencing Barriers to Service**
  - **Children Experiencing Adverse Experiences**



### 3. Diversity, Inclusion and Racial Equity

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



## 4. Selection Overview

- Describes the overall process for selection
- Applicants will apply for **one or more of the four (4) service components** (listed in **Table A**).
- Proposers will need to meet **Minimum Qualifications for the applicable Service components** (MQ; listed in Section IV and on Form D) in order to move forwards to further review. DEC staff will determine if proposers meet MQs.
- Once MQs are met, the application will be sent to a **panel of experts** to review and score the application. The **minimum score to qualify for an award is 75**.
- If a service component only receives a **single applicant**, DEC staff will do all review and to ensure the minimum score is met
- **Tie scores** may be resolved through any means deemed appropriate by the City, acting in its sole discretion, including through optional interviews and considering priority criteria such as geographic location and reaching a diversity of family populations.



## B. Anticipated Term

The Contract award shall have a tentative term of **three (3) years** from **July 1, 2024-June 30, 2027** - subject to annual availability of funds, annual satisfactory contractor performance, and need. DEC reserves the right to enter contracts of a shorter duration, or to extend all or some contracts for two additional one-year extensions through June 30, 2029.

## C. Anticipated Not To Exceed Amount and Funding Amounts

- The total estimated annual funding for this RFGA is approximately \$2,750,000 per year, which may increase or decrease depending on funding availability.
- Grant awards **may be reduced or eliminated** in response to reduced allocations or decreased funding availability.
- Grants made through this RFGA **may be augmented** if additional funds become available without additional application processes, provided they are in alignment with scope and services outlined herein.
- **Funds unawarded** in one service component may be shifted to another service component or returned to DEC for use toward a different or similar purpose.



## D. Solicitation Schedule

**Table B**

Proposal Phase	Tentative Date
Request for Grant Applications Issued	December 20, 2023
Deadline for Written Questions	January 5, 2024 at 12:00pm PST
Pre-Proposal Conference	January 8, 2024 at 1:30pm PST Remote via link: <a href="https://us06web.zoom.us/j/85830900664">https://us06web.zoom.us/j/85830900664</a>
Non-Mandatory Letter of Intent Deadline	January 18, 2024 at 5:00pm PST
Deadline to Submit Proposals	February 16, 2024 at 5:00pm PST
Tentative Evaluation of Proposals	February 19, 2024 - March 19, 2024
Tentative Notice of Contract Award	March 29, 2024

The anticipated schedule for this Solicitation as shown on Table B are tentative and subject to change.



## E. Limitation of Communication During Solicitation

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

## F. Definitions and Acronyms – Refer to pages 12 - 14





# Section II: Scope of Work

Page 18 - 33



# A. Description of Services

## **Service Component 1** – Families of Children/Youth with Special Health Care Needs (CYSHN) and Early Intervention (EI) Population FRC

**Table C**

RFGA Service Component One	Number of Funded Entities	Maximum Amount
<b>Component 1:</b> CYSHN and EI FRC - a population FRC that will offer a full range of family support services across the age spectrum and in alignment with the service scope of the FRC Initiative for children and families city-wide.	One	Up to \$800,000

### **Four Service Clusters:**

1. Responsive Relationships: Family Engagement and Cross Sector Partnership
2. Parent Self-Efficacy: Services promote understanding of child development as well as supporting parental resilience.
3. School Readiness and Success: Parent/Caregiver Capacity and School Readiness and Success Activities
4. Stress Mitigation: From support for individual families and those at risk for system involvement

For fully described Activities Guide in prioritized Essential Services refer to [Appendix 3](#)



## Service Component 2 – Centralized Access Point (CAP)

**Table D**

RFGA Service Component Two	Number of Funded Entities	Maximum Amount
<b>Component 2:</b> CAP - a hub for information and referrals pertaining to child development, developmental delays, and disability; information and access to developmental screening and immediate follow-up; connection to care coordination and additional service referrals.	One	Up to \$450,000

**For CAP to be effective, it is important to:**

- Coordinate with other partners in the Early Intervention and Specialized Services System of Care and broader HMG and FRCI network.
- Have staff with a background in early childhood development.
- Provide excellent documentation, record-keeping, and timely communication with families.
- Have the qualifications, competencies, and skills to implement activities for children and families across multiple age ranges.
- Ensure cultural congruency, sense of belonging, and inclusivity in services provided.
- Ensure that all families can access these services.



## Service Component 3 – Developmental Playgroups

**Table E**

RFGA Service Component Three	Number of Funded Entities	Maximum Amount
<b>Component 3:</b> Developmental Playgroups - easy to access, culturally responsive playgroups for children birth to age 3 primarily, exhibiting mild to moderate delays, but not eligible for formalized early intervention.	Up to 5	Up to \$650,000

**For Developmental Playgroups to be effective, it's important to have a stance that:**

- Children are competent and capable of positive developmental outcomes and deserve high expectations;
- Accommodate children's different rates of development.
- Understand and support children within the context of their family, culture, and community.



## **Service Component 4 – Care Coordination and Individualized Support Services**

**Table F**

RFGA Service Component Four	Number of Funded Entities	Maximum Amount
<b>Component 4:</b> Care Coordination and Individualized Support Services - care coordination and individualized support for families with children age birth to 5 who have multiple care provider needs, have a diagnosed disability, and/or are at higher risk for developmental delays.	Up to 4	Up to \$850,000

**For Care Coordination and individualized support services to be effective** they should have the following characteristics:

- Follow a standardized process and protocol to ensure every family receives consistent care
- Provide training and support in areas such as working with diverse cultures, understanding power dynamics, and problem-solving skills.
- Leverage technology as a solution.
- Establish feedback channels for families and caregivers. Provide excellent documentation and timely communication with families.
- Coordinate effectively with other partners in the Early Intervention and Specialized Services System of Care and broader HMG and FRCI network as well as other providers involved in the family and child’s circle of care.

Services funded through this RFGA should strive to be in alignment with The National Care Coordination Standards for CYSHN. Additional information can be found in [Appendix 4](#).





# Section III: Submission Requirements

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## A. Time and Place for Submission of Applications

Proposers must submit in **ONE email** an electronic PDF copy of the **Application Packet** to [DEC-EISS-RFGA@sfgov.org](mailto:DEC-EISS-RFGA@sfgov.org) by no later than **Friday, February 16, 2024, at 5:00 PM PST.**

An Application Packet includes following PDF attachments:

- a. Single PDF for Financials documents
- b. Single PDF of Application per selected Service Component(s)

Within the Application Packet, a proposer may submit as few as **two** PDF attachments (1 financial and 1 application) when applying for one service component and as many as **five** PDF attachments (1 financial and 4 applications) when applying for all four service components.

**Late submissions will not be considered.** Supplemental documents or revisions after the above listed deadline will not be accepted.

**Department staff will confirm receipt of all proposal submissions within one (1) business day after the receipt of the application packet.**



## B. Format

- Proposals must be **created using a word processing software** (e.g. Microsoft Word, Corel WordPerfect, LibreOffice, FocusWriter, etc), text should be **unjustified** (i.e., with a **ragged-right** margin) using a **12 point serif font** (e.g.-Times New Roman, and not Arial), page margins should be at least **1”** on all sides (**excluding headers and footers**), use **1.5 line spacing**, and sections be within articulated page limits.
- Document footers** should include **sequential page numbers, agency name and Service Component** of the proposal (e.g., CYSHN & EI FRC, CAP, Developmental Play Group, etc.)
- PDF attachments titles** should include **agency name, RFGA#, document type (Financial or Application) and file count**.
  - Example- agency application packet for two service components*

Name of your agency

Document title

OrgName.RFGA#24-1.Financial.1of3.pdf  
OrgName.RFGA#24-1.Application.2of3.pdf  
OrgName.RFGA#24-1.Application.3of3.pdf

RFGA Number

Submitted file count



# C. Content (Review Appendix 5 for detail)

Each submission must include the following required materials **to be considered complete**.

## 1. A Single PDF with Financial Documents

*The following required materials can be completed and submitted once for all Service Components.*

- Form A: Service Component Checklist
- Contracts Statement
- IRS Determination Letter of your Organization Type
- Recent Audited Financial Statement/Report from either Fiscal or Calendar Year
- Agency Current Global Budget FY2023-24



# C. Content cont'd

## 2. A single PDF for Application

If applying for **multiple Service Components**, you are required to have a **separate Application PDF** for each Service Component in the packet.

*Each completed individual Service Component Application must contain the following required materials:*

- Table of Contents
- Form B: Proposal Check List
- Form C: RFGA Cover Sheet
- Form D: Assurance of Minimum Qualifications Table
- Form E: FY24 Budget & Narrative
- Form F: Application Program Narrative Questions
- Letters of commitment from key partners receiving funding through this initiative
- Job descriptions and resumes of key direct program staff
- Organization chart of staffing configuration. If applicable, include partners/ consultants.
- Letters of Reference from stakeholders, other CBOs or relevant entities.



# RFGA Forms Overview (Section XI)

There are **six required forms** for this RFGA. All forms can be downloaded from the DEC website

- 1. Form A: Service Component Checklist :** This checklist indicates which of the four service components you're applying for. *One copy only with each packet submission*
- 2. Form B: Proposal Checklist :** The proposal checklist indicates the completion of the RFGA application packet with all required materials. *Make additional copies as needed; one form with each service component application*
- 3. Form C: RFGA Coversheet:** This form identifies apply organization, contact, and authorization of your Director for submitting the application. *Make additional copies as needed; one form with each service component application*
- 4. Form D: Minimum Qualifications (MQs) Tables:** proposer affirms compliance with each of the MQs. *Complete and insert into each application packet the corresponding service component MQ Table.*
- 5. Form E: Budget Form FY24:** Budget should be submitted in this standard DEC format using Excel form. This form has instruction in addition to what's provided on page 59. *Make additional copies as needed; one form with each service component application*
- 6. Form F: Application Program Narrative Questions:** contains the application program narrative questions and is where you propose the scope of work. *Application program narrative questions are different per service component.*

# Form F: Program Narrative Questions

- There are **four sections** in this form, each section contains program narrative questions for each of the four service components.
- Please be **clear and concise** in your answers.
- In order to make your proposal easier to read and assess, your **narrative should follow the structure outlined in Form F.**
- Be sure to **stay within the page limits listed** for each section.
- All narrative sections must use **Times New Roman 12pt font and 1.5 spacing (Word), with the exception of the Budget Narrative section.**
- To maximize your page limits, you are welcome to **delete the questions in your narrative** but **keep all the enumeration, section titles, and question titles that are in bold.** Please answer all the questions and sub-questions listed clearly and concisely

**Note:** *Keep Service Component Section Title , Questions Categories and Question titles along side with all enumeration so that the reviewers know clearly which questions you are responding to.*

# Summary on how to send Application

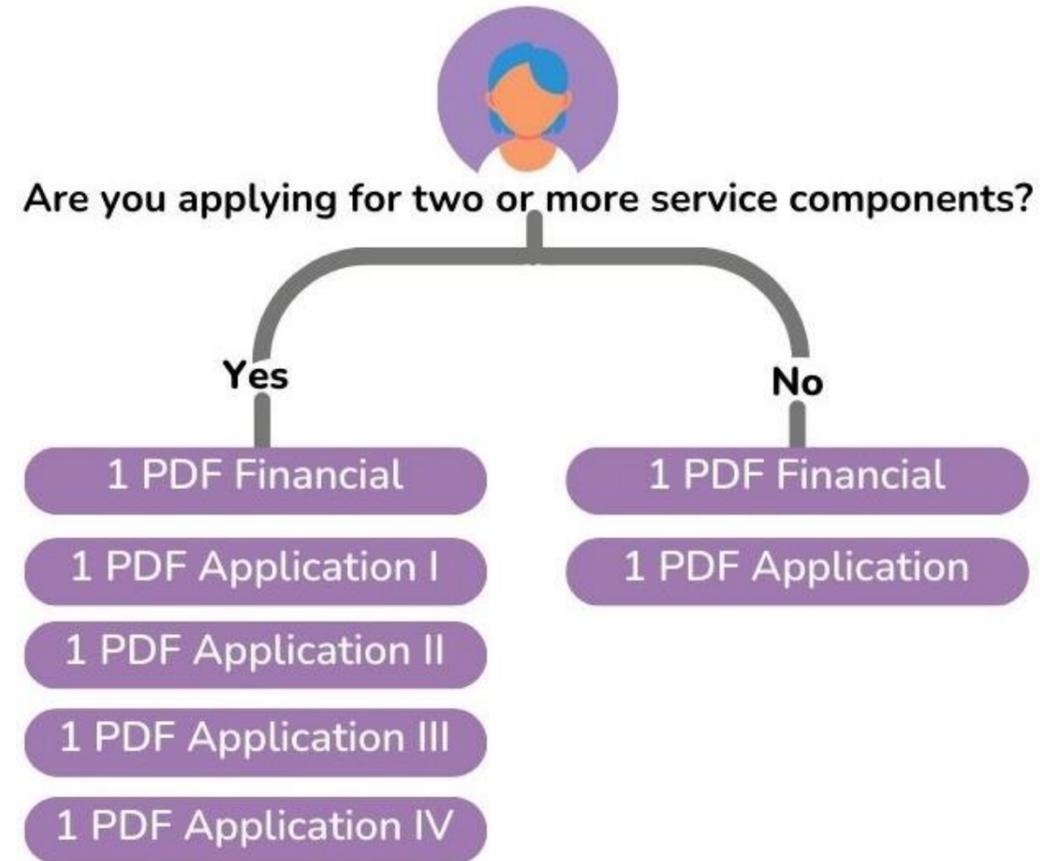
## Application Packet

### 1 PDF Financial

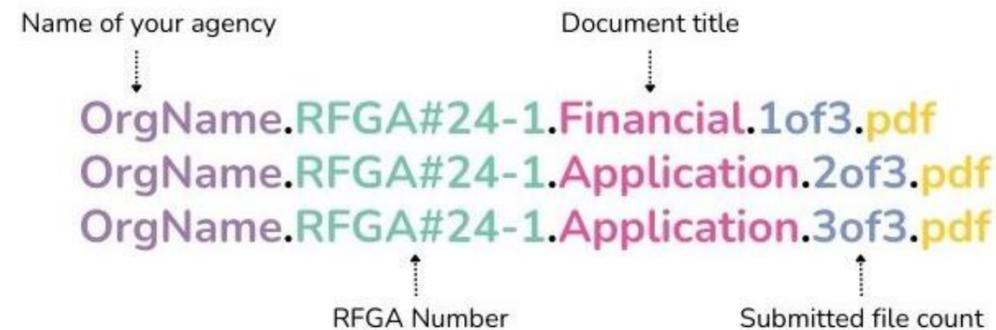
- Item 1. Form A
- Item 2. Contracts
- Item 3. IRS Determination Letter
- Item 4. Financial Statment /Audit
- Item 5. Agency budget

### 1 PDF Application

- Item 1. Table of Content
- Items 2-6. Forms B - F
- Item 7. Letter of Commitment
- Item 8. Staff Resume
- Item 9. Organizational Chart
- Item 10. Letter of Reference



## Title PDF attachments as instructed



## Email Packet to

[DEC-EISS-RFGA@sfgov.org](mailto:DEC-EISS-RFGA@sfgov.org)

No later than:

Friday, February 16th,  
2024, 5PM pst

For detailed instructions on each item listed, please refer to [Appendix 5](#). Additionally, to ensure you have all the necessary materials, consult [Form B](#), which contains a comprehensive checklist.



# Section IV: Proposal Evaluation Criteria

Page 36 - 40



## A. Minimum Qualifications (Pass/Fail)

- Each application will be reviewed for initial determination on whether applicant meets the Minimum Qualifications (MQs) referenced in section IV for the RFGA.
- **This screening is a pass or fail determination and an application that fails to meet the MQs will not be eligible for further consideration in the evaluation process.**
- **MQs have been provided separately for each service component of this RFGA (page 36 -38).** While the MQs differ across components the screening process applied will be the same.
  - **Table G: MQs Service Component 1 - Families of Children/Youth with Special Health Care Needs and Early Intervention Population FRC**
  - **Table H: MQs Service Component 2 – Centralized Access Point**
  - **Table I: MQs Service Component 3 – Developmental Playgroups**
  - **Table J: MQs Service Component 4 – Care Coordination and Individualized Support Services**
- **Insufficient or incomplete information** may result in a **proposal being considered non-responsive** and may not be eligible further consideration in the evaluation process.



# A. Minimum Qualifications (cont'd)

MQ#	Description	EI FRC	CAP	DPG	CC&IS
MQ1	Agency has five (5) years of experience providing the family support services listed in the Service Categories located in Section II.A.				
	Agency has three (3) years of experience overseeing a warm-line, support-line, hot-line, help-line and/or comprehensive resource and referral system for families.				
	Agency has three (3) years of experience developing play activities for young children age birth to 5 that includes a family interactive component.				
	Agency has three (3) years of experience implementing care coordination or similar services (case management, family advocacy, linkage and service navigation) for young children age birth to 5.				
MQ2	Agency is a nonprofit organization filed with a 501(c)(3) and/or equivalent.				
	Agency is one of the following allowable entity types: for-profit organization, social enterprise, joint powers, educational institution, community-based non-profit under Section 501(c)(3) of the Internal Revenue Code, or individual.				
MQ3	Agency is a current certified vendor or has the ability to become a certified vendor with the City and County of San Francisco within ten (10) days of notice of intent to award.				
	Agency is a current certified vendor or has the ability to become a certified vendor with the City and County of San Francisco within ten (30) days of notice of intent to award				
MQ4	Agency provides services in San Francisco locations (i.e. physical brick and mortar space) to residents of San Francisco				
	Agency is able to provide services in San Francisco locations to residents of San Francisco.				
MQ5	Proposal is format compliant regarding submission instructions and page limits; excess or format noncompliant pages will be struck and not scored.				
MQ6	Agency is not prohibited by the City Controller's Office from applying and receiving grant funding				
MQ7	Agency affirms willingness to participate in all required reporting, evaluation, and documentation activities.				

# B. Evaluation Panel Scoring

Once MQs are met, the application will be sent to a **panel of experts** to review and score the application. The **minimum score to qualify for an award is 75.**

## Scoring Service Component 1

Application Section	Max# of Pages	Max Score
Minimum Qualifications	1	Pass/Fail
A. Population Characteristics	2	10
B. Agency Experience, Qualifications, and Achievements	6	15
C. Proposed Services and Programs	12	20
D. Racial Equity	2	15
E. Outreach and Engagement	4	20
F. Evaluation Capacity	2	10
E. Budget and Narrative Form	1	10
<b>Total</b>	<b>30</b>	<b>100</b>

## Scoring Service Components 2-4

Application Section	Max# of Pages	Max Score
Minimum Qualifications	1	Pass/Fail
A. Agency and Staff Experience	6	25
B. Project Description	12	30
C. Outreach and Engagement	4	20
D. Partnership and Collaboration	4	10
E. Evaluation	1	5
F. Budget and Narrative Form	1	10
<b>Total</b>	<b>29</b>	<b>100</b>



- The **primary purpose of Evaluation Panel scoring is to assess and score the application's quality and responsiveness to the RFGA.** Application scoring will be completed by subject matter experts recruited from the community, government, and other sources to assist with this process.
- Applications that meet minimum qualification requirements will move on to the Evaluation Panel and will receive an Application Score. Before reading applications, all subject matter experts will be trained on the goals, service requirements, and target populations for this RFGA. Each reader will use a rubric provided by DEC to assign **a score between 0 and 100 points to each proposal.**
- **DEC staff reserve the right to negotiate budgets and scopes of work modified from the application packet,** consistent with the terms of the RFGA.





# Section V: Pre-Proposal Conference and Contract Award

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## B. Non-Mandatory Letter of Intent (LOI)

- Agencies intending to submit an application are **strongly encouraged** to submit a letter of intent, so that it is **received by DEC on Thursday January 18, 2024 at 5:00 pm.**
- The letter of intent should be on **agency letterhead** and indicate the agency's intent to apply for funds through this solicitation (RFGA#DEC24-01).
- The letter should indicate the **all service components** for which the proposer intends to apply. (e.g., Component 1: CYSHN and EI Population FRC, Component 2: Centralized Access Point, Component 3: Developmental Playgroups, Component 4: Care Coordination and Individualized Services)
- To the extent possible, the letter should **name the agencies to receive funds** through the proposed grant, including the lead agency and any subcontractor agencies.
- If applying to multiple service components, each component should be listed within the Letter of Intent.
- The letters of intent are **not binding** and are used by staff to anticipate the number of proposal evaluation panel members needed.

The letter of intent should be **emailed** to [DEC-EISS-RFGA@sfgov.org](mailto:DEC-EISS-RFGA@sfgov.org).  
Please include the term **“RFGA DEC24-01 letter of intent”** in your subject line.



# C. Contract Awards

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





**Section VI:**  
**Terms and Conditions**  
**For Receipts for Proposal**  
**Page 42 - 52**



# F. Revision to Proposal

- A Proposer may revise a Proposal on the Proposer's own initiative at any time **before the deadline for submission of Proposals.**
- If there were corrections made to the original submission, please resend the full application packet with **all** required materials.
- The **Proposer must submit the revised Proposal in the same manner as the original.**
- In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal deadline for any Proposer.

All Applications and corrections **must be received by 5:00 p.m., on Friday February 16, 2024.**  
**Late submissions will not be considered.** Supplemental documents or revisions after the deadline will not be accepted.



# M. Local Business Enterprise (LBE) Goals and Outreach

**NOTE:** LBE Rating Bonus shall ONLY apply to **Care Coordination and Individualized Service Component (Service Component 4)** of this Grant Application.

**Melinda Kanios**

Contract Compliance Officer  
Contract Monitoring Division

Please send all your technical question regarding LBE certification to Melinda Kanios via [DEC-RFGA-EISS@sfgov.org](mailto:DEC-RFGA-EISS@sfgov.org).



## Section X – Standard Forms

Before the City can award any contract to a Proposer, all Proposers **must register to be a city's supplier/vendor.**

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### **Live Help for Vendor Process**

#### **Call:**

Monday to Friday 8:30 AM-5:00 PM  
(415) 944-2442

#### **Email:**

[sfcitypartnersupport@sfgov.org](mailto:sfcitypartnersupport@sfgov.org)

### **One-on-One Labs:**

Mondays (Except Holidays)  
8:30 AM — 5:00 PM

Please make a reservation by  
emailing [sfcitypartnersupport@sfgov.org](mailto:sfcitypartnersupport@sfgov.org)

Video conferencing is available by  
appointment.

### **Speak with a Business**

#### **Counselor**

The Office of Small Business (OSB) and its  
Small Business Assistance Center (SBAC)  
are good central point of information.

#### **Office Hours**

#### **Call:**

Monday-Friday 9 AM - 5PM  
(415) 554-6134

#### **Email:**

[sfgov.org/osb](http://sfgov.org/osb)



# Q and A

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

