

**REQUEST FOR GRANT
APPLICATIONS #DEC24-
03 FOR:**

Early Childhood Mental Health



Consultation Initiative

REQUEST FOR PROPOSALS ISSUED: 02/01/2024
PRE-PROPOSAL CONFERENCE: 02/21/2024 04:00PM
DEADLINE TO SUBMIT PROPOSALS: 03/18/2024 03:00PM



REQUEST FOR PROPOSALS ISSUED: 02/01/2024
PRE-PROPOSAL CONFERENCE: 02/21/2024 04:00PM
DEADLINE TO SUBMIT PROPOSALS: 03/18/2024 03:00PM



Introduction Letter

The Department of Early Childhood is pleased to announce this Request for Grant Applications for Early Childhood Mental Health Consultation services in licensed early care and education and family resource center settings.

For the past two decades, early childhood mental health consultation services have supported children, their families, and the people who make up our system of care in San Francisco. Early childhood mental health consultation equips caregivers to facilitate children's healthy social and emotional development. This initiative brings the support of licensed or license-eligible mental health professionals to the early care and education staff caring for young children to develop relationships with adults and caregivers in young children's lives. It supports the adults' capacity and skills to strengthen children's healthy social and emotional development.

ECE staff have consistently reported on the positive impact of mental health consultation for themselves and the children they care for, and these positive interactions led the city to expand mental health consultation to additional settings where young children are cared for, including family resource centers.

Starting with the oversight of this Request for Grant Applications, the Department of Early Childhood will have administrative responsibilities for this initiative in ECE and FRC settings. We are grateful to the Department of Public Health – Community and Behavioral Health Division for developing and managing these services for the past two decades.

This new beginning provides DEC the opportunity to refine the activities of this initiative to respond to the evolving social-emotional life of young children, new insights into this service support, a growing early intervention service system, and our ever-expanding understanding of the needs of our young children and the staff and families that care for them in our changing city.

DEC looks forward to your grant applications and partnership in this and other efforts on behalf of young children and their families in San Francisco.

Sincerely,

Ingrid X. Mezquita

Executive Director

Department of Early Childhood



Table of Contents

| | |
|--|-----------|
| I. Introduction and Solicitation Schedule..... | 7 |
| A. Introduction | 7 |
| B. Anticipated Term..... | 11 |
| C. Anticipated Not to Exceed Amount and Funding Amounts | 11 |
| D. Solicitation Schedule | 12 |
| E. Limitation of Communications During Solicitation | 13 |
| F. Definitions for Acronyms Used | 13 |
| G. Target Populations | 14 |
| II. Scope Of Work | 15 |
| A. Description of Services..... | 15 |
| B. Objectives..... | 18 |
| C. Reporting Requirements | 20 |
| III. Submission Requirements | 22 |
| A. Time and Place for Submission of Applications | 22 |
| B. Format..... | 22 |
| C. Content..... | 23 |
| IV. Proposal Evaluation Criteria..... | 29 |
| A. Minimum Qualifications (Pass/Fail) | 29 |
| B. Evaluation Panel Scoring | 30 |
| V. Bidders’ Conference and Contract Award | 31 |
| A. Bidders’ Conference | 31 |
| B. Mandatory Letter Of Intent Submission Instructions | 31 |
| C. Contract Awards..... | 31 |
| D. Written Questions and Requests for Clarification..... | 32 |
| VI. Terms and Conditions For Receipt of Proposals | 33 |
| A. Solicitation Errors and Omissions | 33 |
| B. Inquiries Regarding Solicitation | 33 |
| C. Objections to Solicitation Terms | 33 |
| D. Solicitation Addenda | 33 |
| E. Proposal Term | 34 |



| | | |
|--------------|---|-----------|
| F. | Revision to Proposal..... | 34 |
| G. | Proposal Errors and Omissions | 34 |
| H. | Financial Responsibility | 34 |
| I. | Public Disclosure | 35 |
| J. | Proposer’s Obligations under the Campaign Reform Ordinance..... | 35 |
| K. | Reservations of Rights by the City..... | 36 |
| L. | No Waiver..... | 36 |
| M. | Local Business Enterprise Goals and Outreach..... | 36 |
| N. | Other | 37 |
| VII. | City’s Social Policy Requirements | 38 |
| A. | Proposers Unable to do Business with the City | 38 |
| B. | Health Care Accountability Ordinance | 39 |
| C. | Minimum Compensation Ordinance..... | 39 |
| D. | First Source Hiring Program | 39 |
| E. | Non-Profit Entities..... | 39 |
| F. | Other Social Policy Provisions | 40 |
| VIII. | Contract Requirements..... | 41 |
| A. | Contract Terms and Negotiations | 41 |
| B. | Public Access to Meetings and Records..... | 41 |
| C. | Conflicts of Interest..... | 42 |
| D. | Insurance Requirements | 42 |
| E. | Compliance with Other Laws | 42 |
| IX. | Protest Procedures | 43 |
| A. | Protest of Non-Responsiveness Determination..... | 43 |
| B. | Protest of Non-Responsible Determination..... | 43 |
| C. | Protest of Contract Award | 44 |
| D. | Delivery of Protests..... | 44 |
| X. | Standard Forms | 45 |
| A. | How to become Eligible to Do Business with the City | 45 |
| B. | How to Register as a City Supplier | 45 |
| C. | Supplier Eligibility and Invoice Payment | 46 |



D. Supplemental Forms 46
XI. RFGA Forms Overview 47

Additional Application Materials

Attachments provide additional information to applicants and are referred to in the RFGA. Forms must be completed and submitted as part of a complete application. The listed attachments and forms can be found at <https://sfdec.org/funding-opportunities/>.

Attachment 1: Sample Grant Agreement

Attachment 2: ECMHCI Program Model

Form 1: Cover Sheet

Form 2: Submission Checklist

Form 3: Minimum Qualifications Attestation

Form 4: Proposed Site List

Form 5: Experience and Staffing





I. Introduction and Solicitation Schedule

A. Introduction

1. GENERAL

The San Francisco Department of Early Childhood (DEC) announces its intent to seek proposals from nonprofit organizations interested in providing services in the Early Childhood Mental Health Consultation Initiative (ECMHCI). DEC anticipates entering into agreements with up to six (6) entities to provide direct ECMHCI services.

Building on decades of experience of community-based providers, early philanthropic investments, and a joint funding partnership with the San Francisco Department of Public Health (SFDPH) and the Department of Children Youth and Their Families (DCYF), DEC intends to continue, and adapt as needed, investments in Early Childhood Mental Health Consultation (ECMHC) to support teachers' and providers' capacity and understanding of the social-emotional well-being of children in early education and family support settings through its direct oversight of the initiative. For a full description of the Initiative, see Attachment 2 (ECMHCI Program Model).

This Request for Grant Applicants (hereafter referred to as RFGA) seeks to continue ECMHCI support within the Early Care and Education (ECE) and Family Resource Center (FRC) service settings. Continuing the current model of support, this RFGA will identify large-capacity ECMHC service providers capable of providing ECMHC support to the large and growing number of DEC-



funded early learning sites and FRCs. DEC desires to select agencies with deep experience serving different ECE settings and FRCs. Further, DEC will seek ECMHC providers that allow maintenance of constructive consultative relationships where possible, and indicated, and seek administrative efficiencies by obtaining DEC-funded ECE/FRC site coverage with a minimal number of awardees.

The funding cycle initiated by this RFGA will maintain and expand a focus on evaluation, tracking, and continuous quality improvement. DEC will be in active efforts to review, refine, and update the program model to ensure DEC funded ECE and FRC programs receive support in their efforts to address the social-emotional and developmental needs of young children and their families. Service and quality data collected in this funding cycle will be used to update and revise approaches to support the social-emotional health of children, staff, and families at ECE and FRC sites.

2. BACKGROUND

DEC Strategic Planning and Family Resource Center Initiative (FRCI) planning throughout 2021 and 2022 centered parents' voices and experience through in-depth listening sessions with parents representing San Francisco's ethnic and linguistic diversity. Parent listening sessions were accompanied by 19 parent input sessions hosted at family resource centers, key informant interviews, and two large community surveys reaching nearly 3,000 parents. Findings from these planning activities revealed several consistent themes. Early intervention and inclusion of children with developmental concerns or disabilities was surfaced by parents and discussed in nearly every conversation. Parents talked about wanting support for their children of all abilities, including navigation and social-emotional support, in particular. They wanted early care and education settings to be inclusive and providers to be skilled in working with all children, regardless of ability or behavior challenge. Parents wanted access to reliable information, support specific to their child, and ideally located where their family is already receiving services or care.

In FY 2021-22, the ECMHCI served approximately 90 licensed Early Care and Education (ECE) centers, 39 San Francisco Unified School District (SFUSD) Early Education sites, 60 Family Child Care Quality Network (FCCQN) licensed Family Child Care (FCC) homes, and 24 Family Resource Centers (FRCs). Starting in 2019, SFDPH and DEC implemented a tiered system of support - varying the hours of consultation support to ECE sites based on anticipated need and to address the growing number of ECE providers in the Early Learning network. DEC will continue to identify processes and methods for allocation and triage of consultant time in this funding cycle.



In the winter of 2023, DEC received the findings of an evaluation of ECMHCI activities for the 2021-22 period. Using qualitative methods, staff at sites served by Mental Health Consultants (MHCs) noted impacts in the areas below:

- Fostered relationships (child-teacher, parent-teacher, teacher-teacher, staff-staff);
- Provided knowledge for teachers about children’s development, culture and well-being;
- Informed and modeled techniques around behavioral intervention and prevention for children and families;
- Fostered organizational and structural changes;
- Fostered empathy;
- Assisted in managing external stressors with potential to impact on-site performance;
- Built staff capacities; and
- Brought knowledge of, and connection to, external resources.

The ECMHCI activities primarily target staff working in ECE and FRC settings to have the skills and knowledge to better support the social-emotional needs and development of young children. MHCs engage the adults (e.g. teachers, direct service staff, administrators, and parents) at ECE and FRC sites through one-on-one or group settings to examine how their relationships with children and each other impact children in their care and influence their responses to children, particularly to children they perceive as having challenging behavior. ECMHCI support is not a therapeutic intervention for the child. Rather it is a relationship-based reflective practice facilitated by the MHC to raise awareness, capacities, and skills for the adults caring for children. The ECMHCI approach was described by K. Johnston and C. Brinamen in their 2006 book *Mental Health Consultation in Child Care*.

MHCs provide a comprehensive range of services aimed at supporting the social and emotional development of young children in San Francisco. The initiative encompasses citywide consultation, early intervention, behavioral health treatment, and training services to be provided at ECE sites participating in DEC’s Early Learning network, as well as SFUSD preschools and FRCs.

Funded applicants will engage in capacity building activities, including training, workforce development, and practice-based coaching, to enhance the skills of early care and education staff in addressing children's social-emotional needs. Funded applicants and their MHCs will also collaborate with multi-disciplinary teams, initiatives, and systems to foster inclusive practices, promote continuous quality improvement, and enhance system capacity.



In addition to direct service provision, ECMHCI emphasizes the importance of family involvement. Funded applicants are expected to support parents and caregivers through one-on-one and group consultation, training, and service navigation, ensuring their active participation in promoting the emotional well-being of their children. Collaboration with city-funded initiatives for early identification and early intervention with children with suspected or identified developmental concerns and improvement and maintenance of ECE quality care is also expected of ECMHCI service providers to foster a learning community and promote comprehensive support for children and families.

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 RFGA 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.

Additional examples of information to be provided are as follows: the organizational mission or inclusion statements, non-discrimination documents, and/or other supporting documents, community outreach plans, staff training activities on racial equity, and a description of or data on the demographics of staff and program participants.

4. SELECTION OVERVIEW

Applicants receiving grants from this RFGA will provide all four (4) service categories described in the Scope of Work – Service Description section of this document. The City intends to award grants to one or multiple applicants that meet the minimum qualifications and obtain the



minimum qualifying score (described below under “Proposal Evaluation Criteria”). Responsive applications will be evaluated by a panel (“Evaluation Panel”) consisting of subject matter experts regarding the services being procured through this solicitation.

Applicants who meet minimum qualifications and the minimum qualifying score of 160 out of a possible 200 will be invited to interviews to determine final grantee selection; meeting these thresholds does not guarantee a grant agreement. The City seeks to achieve optimal amount of coverage for Early Learning San Francisco in-network sites and DEC-funded FRCs with a number of hours appropriate to each site’s need. The City will interview and negotiate grant agreements with qualified proposers at its sole discretion, using criteria that may include, but not limited to:

- Evaluation Panel score
- Preservation of existing consultation relationships
- Preference from site staff
- Cultural/linguistic alignment
- Applicant capacity
- Applicant budget/cost
- Funding availability

Final grant agreement amounts will be set based on site assignments made to grantees during negotiations. If capacity is available, DEC may determine that limited group-based or other ECMHCI supports may be offered in FCC settings.

B. Anticipated Term

A grant awarded pursuant to this RFGA shall have a tentative term of two (2) years from July 1, 2024 to June 30, 2026 subject to annual availability of funds, annual satisfactory grantee performance, and need. The City reserves the right to further develop scopes of work permitted under this solicitation and consistent with the terms of this solicitation. DEC reserves the right to enter into grants of a shorter duration or to extend all or some grants by up to three additional one-year extensions through June 30, 2029.

C. Anticipated Not to Exceed Amount and Funding Amounts

The total estimated annual funding for grants resulting from this RFGA is up to \$5,000,000 per year, which may increase or decrease depending on funding availability. The source of funding for these services is state and local funds. Payment for all services provided in accordance with provisions under this grant shall be contingent upon the availability of funds. The City shall not guarantee any minimum amount of funding for these services. DEC anticipates entering into grant agreements with up to six (6) entities that meet the selection criteria outlined above.



The grants awarded from this RFGA are anticipated to be cost reimbursement method compensation grants. Applicants will propose an annual budget to implement grant activities. Once grants are awarded, funded applicants will submit monthly invoices reflecting actual costs supported by receipts to implement agreed upon activities. Only activities and costs approved by DEC for the implementation of grant activities are eligible for reimbursement, subject to restrictions that appear in City grant agreements.

Agencies awarded funds from this RFGA may have their budgets increased or decreased depending on funding availability and the need to adjust capacity of individual grantees. Grants made through this RFGA may be augmented, if additional funds become available, without additional application processes provided they are in alignment with the scope and services outlined in this RFGA. Funds unawarded may be shifted to another service component or returned to DEC for use toward a different or similar purpose. Funds from other departments may be used to increase or maintain original awarded amounts based on the original award of funds from this RFGA.

D. Solicitation Schedule

The anticipated schedule for this RFGA is set forth below in Table A. These dates are tentative and subject to change.

Table A

| Proposal Phase | Tentative Date |
|---------------------------------------|---|
| Request for Grant Applications Issued | February 1, 2024 |
| Deadline for Written Questions | February 15, 2024 at 5:00 p.m. |
| Bidders' Conference | February 21, 2024 at 4:00 p.m. Join Zoom Meeting https://us06web.zoom.us/j/83212971168?pwd=LaDhkbc0txZHJkyLs1cXhPrdzQxfz.1 Meeting ID: 832 1297 1168 Passcode: 790172 |
| Mandatory Letter of | March 1, 2024 at 5:00 p.m. |



| | |
|------------------------------------|-----------------------------|
| Intent Deadline | |
| Deadline to Submit Proposals | March 18, 2024 at 3:00 p.m. |
| Tentative Evaluation of Proposals | March 18 – April 12, 2024 |
| Tentative Notice of Contract Award | May 1, 2024 |

E. Limitation of Communications During Solicitation

From the date this RFGA is issued until the date the competitive process of this RFGA is completed (either by cancelation or final Award), applicants and their subcontractors, vendors, representatives and/or other parties under applicant’s control, shall communicate solely with the Contract Manager whose name appears in this RFGA. Any attempt to communicate with any party other than the Contract Manager whose name appears in this RFGA (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 City, result in the disqualification of the applicant or potential applicant from the competitive process. This protocol does not apply to communications with the City regarding business not related to this RFGA.

F. Definitions for Acronyms Used

Table B

| | |
|--------|---|
| ASQ | Ages & Stages Questionnaire |
| ASQ-SE | Ages & Stages Questionnaire – Social Emotional |
| CLASS | Classroom Assessment Scoring Tool |
| CSEFEL | Collaboration on the Social Emotional Foundations of Early Learning |
| DCYF | Department of Children Youth and Their Families |
| DEC | Department of Early Childhood |
| ECE | Early Care and Education |



| | |
|--------|---|
| ECMHC | Early Childhood Mental Health Consultation |
| ECMHCI | Early Childhood Mental Health Consultation Initiative |
| FCC | Family Child Care |
| FCCQN | Family Child Care Quality Network |
| FRC(s) | Family Resource Center(s) |
| FRCI | Family Resource Center Initiative |
| FTE | Full Time Equivalent |
| HCAO | Health Care Accountability Ordinance |
| ID | Identification |
| MHC(s) | Mental Health Consultant(s) |
| MQ(s) | Minimum Qualification(s) |
| PHN(s) | Public Health Nurse(s) |
| RFGA | Request for Grant Applications |
| SFDPH | San Francisco Department of Public Health |
| SFUSD | San Francisco Unified School District |
| UOS | Units of Service |

G. Target Populations

In this funding cycle, DEC anticipates focusing ECMHCI services on sites and providers in the DEC-funded network of ECE program sites and FRCs. The children served at DEC ECE program sites – including Head Start, SFUSD and Title V preschools – and FRCs often experience disparities in school readiness, developmental delays, barriers to service, and Adverse Childhood Experiences. To address these disparities, EMCHCI activities target services at three primary populations:

- Professional staff that work with young children, birth to 5, and/or their families at ECE and FRC sites that are part of DEC’s Early Learning San Francisco provider network or FRCI. Services are also provided to staff through partnerships with the SFUSD Early Education Department.
- Parents and caregivers with young children, ages birth to 5, who are served through the above sites, in order to support the emotional health and well-being of their children.
- Young children, birth to age 5, served by City-designated ECMHCI sites and who are assessed by ECMHCI consultants and/or developmental screening to have developmental/social-emotional health needs requiring early intervention and/or mental health treatment services.





II. Scope Of Work

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. Applicants should use this description when designing their proposed programs. However, applicants may suggest modifications and/or additions that will, in their estimation, make the program more feasible or effective. The description below outlines the key program elements and services the selected vendor(s) will provide.

A. Description of Services

Agencies awarded grants through this RFGA will negotiate to provide activities in all four (4) of the categories listed below.

Category 1: Direct Consultation Services

- Provide citywide mental health consultation, early intervention, behavioral health treatment, and training services to early care and education staff, young children, and families at assigned ECE settings in response to identified service scenarios using the response framework (see ECMHCI Program Model, Attachment 2).
- Provide citywide mental health consultation services to support FRC staff as a capacity builder (coaching and co-implementing service activities with staff) and as a capacity extender (implementing service activities for where clinically qualified staff are necessary).
- Provide short-term engagement at ECE/FRC sites to support staff, child and family social-emotional well-being, child development, and program functioning.



- Support parents, providers, and caregivers through consultation, training, participation in on-site meetings, individual and group supervision, staff development, and/or service navigation.
- Support sites and facilitate implementation of developmental screening and follow-up with Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire-Social Emotional (ASQ-SE), including knowledge and familiarity with digitally enabled tools sites may be utilizing such as the Sparkler app.
- Conduct and support implementation of developmental screenings (including ASQ and ASQ-SE), assessments, evaluations, parent engagement, and appropriate follow-up referrals.
- Provide individual, group, and family therapy to children and caregivers in support of children with mental health concerns to stabilize, while supporting linkage to longer-term mental health supports.
- Deliver planned early intervention services and planned mental health services.
- Assist with referral and linkage to appropriate services, including early intervention supports.
- Conduct intervention activities and playgroups/socialization groups.
- Incorporate service approaches that address the needs of culturally/linguistically diverse families and mitigate challenges for families that may experience more barriers to service access, including low-income families, Black, Latino, Pacific Islander and English Language Learner families, unhoused families, families involved with the child welfare system, and families with children with special health needs.

Category 2: Grantee Professional Development

- Engage in ECMHCI capacity building activities, including training, workforce development, and practice-based coaching.
- Collaborate in staff training and consultation to enhance capacity in supporting social-emotional needs.
- Provide parent training/support groups and guidance on child development.

Category 3: Systems Work

- Collaborate with multidisciplinary teams, initiatives, and systems to enhance capacity and support continuous quality improvement.
- Participate in system collaboration activities to inform planning, training, and quality improvement efforts.



- Contribute to inclusive practices in early care and education through collaboration with local inclusion initiatives.
- Engage in collaboration within the ECMHCI network, attending regular meetings for planning and information sharing.
- Develop agreements with ECE and FRC sites that establish and outline mutual goals, responsibilities, and expectations at each site served.
- Participate in assessment of need for ECMHCI support at individual sites and cooperate to adjust current hour allocations to address current need. If available, utilize initiative standardized criteria to inform hours allocations.
- Participate in consultant training and development, including supervision using one-to-one and group modalities.

Category 4: Evaluation and Reporting

- Collect and report demographic and programmatic data on an annual basis.
- Submit annual reports detailing programmatic successes, challenges, and learning opportunities.
- Participate in data collection, quarterly performance measure tracking, and evaluation activities.
- Submit monthly invoices via DEC online contract management system.
- Contribute to the development of evaluation frameworks and continuous quality improvement processes.
- Utilize DEC developed data tools, including tracking tool for ECMHCI Service Scenarios and Responses and tool to inform allocation of MHC hours at sites.
- Support MHC professional development/reflective supervision in one-on-one and group modalities.

Applicants selected for grant awards will be assigned sites at which they will provide ECMHCI services. Sites receiving ECMHCI services are not guaranteed a minimum number of hours; the tiered system developed in the prior funding cycle will continue, with sites in higher need tiers receiving additional base levels of service, and all sites having access to on-call ECMHCI support, as needed. A full description of the tiered system of service hour allocation is included in the attached program model.

Funded applicants are not guaranteed a minimum number of service hours and will track the hours of service provided via a scenario reporting tool and performance measures negotiated with DEC and recorded in the grant agreement and online contract monitoring system.



To help ensure applicants selected for grant awards can maintain operations on service hours allocated, DEC will seek to award grants to applicants with capacity to serve a high volume of sites. DEC will seek administrative efficiency by contracting with smaller number of MHC agency providers that achieves DEC-funded ECE/FRC site coverage, while maintaining existing consultative relationships.

B. Objectives

The major purpose of objectives is to measure quantity, quality, and impact of services. In measuring these areas, a balance should be created between the value of the information and the time/effort required to collect the information. Objectives stated in the proposal may incorporate both the pre-existing service and outcome objectives detailed below, as well as additional objectives proposed by applicant so long as they match the services provided and the overarching goals and vision of this RFGA.

1. SERVICE OBJECTIVES

For purposes of this RFGA, service objectives will be articulated in the form of performance measures. Performance measures as defined by the City Controller's Office can be understood as "a specific quantitative measure of an activity or outcome." DEC will negotiate with funded entities to identify performance measures, i.e. service objectives, for each component of the Scope of Work. The performance measures will set target expectations for the frequency and levels of participation in scope of work activities. Some may also require information about program satisfaction, accessibility, and appeal. Typical service objectives and performance measures cover such things as, duplicated and unduplicated counts of participants served, participant demographic characteristics, numbers of sessions, and participants' level of satisfaction and engagement in services.

Likely performance measures utilized by this initiative include:

- Number by type of consultation meetings with ECE, FRC, and SFUSD preschool site staff aligned with service scenario framework;
- Number by type of capacity building services provided to site staff;
- Number of workshops and trainings provided to site staff and to parents/caregivers;
- Number by type of short term transitional mental health and/or early intervention supports provided to site staff, children, and parents/ caregivers; and
- Number of resource linkage & referral services provided and completed to staff and to parents/caregivers.

A full explanation of the service model and expected outputs and outcomes is articulated in the program logic model and scenario list included in the attached program model summary – Attachment 2. The logic model and scenario list may be updated once a formal initiative-wide evaluation plan is developed by DEC and adopted for use. This evaluation plan will be



responsive to input from sites receiving ECMHCI services as well as funded applicants providing ECMHCI services.

2. OUTCOME OBJECTIVES

This RFGA, the activities it will support, and the objectives of these activities, align to the **DEC Strategic Plan 2023-27 Core Strategy 2: Child Health, Early Childhood Mental Health Consultation**. Specific short-to-medium outcomes for this RFGA are listed below. Additionally, successful achievement of these outcomes would ensure that race is not a predictor of meeting or failing to meet their achievement. The activities and outcomes of this RFGA are to support the strategic plan goal to: **“Build collective and individual capacity to understand the powerful influence of educators’ and staff relations and interactions on young children’s development to improve the social, emotional, and behavioral health of children in early education and family resource center programs.”**

The short- to medium-term outcomes the ECMHCI program intends to achieve will ensure that:

- Providers have the tools and resources to work with children and families, leading to increased confidence in interactions involving child and family well-being.
- Parents/caregivers are knowledgeable and have the resources to better understand and address children’s behavioral issues.
- Children’s negative behaviors decrease as providers become more skilled and knowledgeable on how to mitigate and improve behavior.
- There is a decrease in expulsion for children, leading to higher retention in ECE sites.
- Providers are trained and educated on culturally competent/responsive approaches to addressing child learning and development, leading to a decrease in implicit bias for addressing behavior of children of color.
- Providers have increased knowledge and skill sets in child development, improving the classroom environment and benefiting all children's learning.
- Parents are knowledgeable on child development topics, equipped to provide socio-emotional support, and develop self-advocacy for their children.
- Relationships between providers, parents/caregivers, and community resources are strengthened, benefiting children.
- All children receive periodic developmental screening - ASQ, ASQ-SE, etc. - and are supported to complete recommended follow-up actions.

Grants funded through this RFGA are expected to be able to achieve their proposed service scopes in a manner that addresses these initiative outcomes. Applicants will be expected to demonstrate how their proposed scope aligns with, and advances changes toward, these outcomes and links back to the identified target populations. Applicants may also propose additional service outcomes. DEC may ask funded applicants to participate in additional evaluation activities to assess achievement of outcomes and the overall successful impacts of the initiative.



C. Reporting Requirements

Data collection activities are important components of the ECMHCI continuous quality improvement and grant monitoring processes. In this funding cycle, DEC will work to more specifically record: MHC activities; the rationale for programmatic responses; the individuals served by MHC activities; and the impact of those activities. This information will be used to affirm the continuation of core services and activities and/or update and evolve initiative activities or their dosage as indicated by this data and environmental circumstances.

In support of these objectives, DEC requires all funded applicants to create a grant plan including a budget, performance measures, and performance measure targets in DEC's online contract management system. In this funding cycle, DEC anticipates developing, piloting, and implementing two tools to better visualize and utilize MHC capacity. The first of these new tools is a tracking tool for ECMHCI Service Scenarios and Responses. It will be used to track MHC actions at service settings and the circumstances or events that generated the need for MHC activity. A second tool will support the creation of a standardized assessment process for the allocation and reallocation of MHC hours among different service sites.

Required data elements which funded applicants should be prepared to track and report via the performance measures, service scenario tool, and allocation tool are likely to include, but are not limited to:

- Hours of MHC time spent in different activities;
- Number and individuals participating in MHC activities;
- Characteristics, including demographics, of individuals participating in MHC activities and target individuals whose well-being MHC activities seek to improve; and
- Outcomes for individuals and services settings from MHC activities.

If needed, agencies awarded a grant from this RFGA may be required to submit year-end summary data related to the requested data elements and year-end outcomes from MHC activities, including a summary of results from site agreement objectives. Grantees will develop annual performance metrics to guide assessment of performance on funded grant activities. DEC will develop, adopt and implement an initiative-wide evaluation plan that will pertain to all funded applicants and may create or change data reporting requirements after the initial grant award.

DEC has initiated developmental screening at funded ECE and FRC sites. MHCs will be required to be familiar with the Sparkler app and/or other digitally enabled developmental screening tools, their functionality, their handling of ASQ data and suggestions for follow-up.

Agencies will maintain site/program charts including ECMHCI Site Agreements and accurate progress notes reflecting provided services. If clinical services are initiated, agencies will maintain client charts complying with Health Insurance Portability and Accountability Act



(HIPAA) and Medi-CAL clinical documentation requirements, including Child and Adolescent Needs and Strengths Assessment Tool (CANS), if appropriate.

DEC expects funded applicants to work collaboratively with the department to troubleshoot data issues that arise, collect high quality data, and iteratively improve data collection tools and practices to more effectively assess the quality and effectiveness of services without excessively burdening consultants.

DEC is developing parent engagement strategies to inform our ongoing program development for its initiatives. Agencies funded by this RFGA may be asked to participate in these activities by recruiting program participants, hosting input sessions, and other associated activities.

DEC may investigate and implement options to diversify the funding that supports activities of this RFGA. This could include additional time study, participant data reporting, performance measures, and other activities.

Communications and Marketing

As a condition of being selected, the grantee agrees to acknowledge DEC in external communications efforts related to the services and activities funded by this RFGA. This acknowledgment could include a statement, logo, or visual/verbal representation indicating that the project was made possible with support from the grantor. The DEC team will provide ongoing support and guidance in fulfilling this requirement. Grantee may be asked to furnish copies of relevant promotional and/or marketing materials for review prior to being released to the public. Where instances of promotion for both the grantor and the grantee are available, collateral material may be provided for use by the grantor. Additional external facing collateral material, and training or technical assistance on how to utilize, may also be introduced to grantees with the expectation that it be used in the promotional/marketing and outreach efforts for services and activities funded by this RFGA.





III. Submission Requirements

A. Time and Place for Submission of Applications

Proposers shall submit via email one (1) electronic pdf copy of the proposal plus required separate attachments as described on the submission checklist form to DEC-ECMHC-RFGA@sfgov.org.

PDF filenames should include the following:

- RFGA number, i.e. DEC24-03
- Agency name
- Numbered files if more than one (i.e., 1 of 4)

Applications must be received by 3:00 p.m., on **March 18, 2024**. Late submissions will not be considered. Supplemental documents or revisions after the deadline will not be accepted.

Department staff will confirm receipt of all proposal submissions within three (3) working days after the deadline for receipt noted above.

B. Format

Applications 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 the label "RFGA DEC24-03".

C. Content

Organizations interested in responding to this RFGA must submit the following information, in the order specified below. All applications for funding must be developed using the format below. This is necessary so that all applications can receive fair and equal evaluation. Applications not following the required format will not be considered for funding. Information must be at a level of detail that enables effective evaluation and comparison between proposals by the Evaluation Panel. The applicant must ensure that the proposal addresses the Selection Criteria. Form 2 Submission Checklist includes a checklist to assist proposers in providing a complete and accurate response.

- **Form 1: RFGA Cover Sheet** (Forms can be downloaded at <https://sfdec.org/funding-opportunities/>)
Submit the cover sheet signed by a person authorized to obligate the organization to perform the commitments contained in the proposal. Submission of this document will constitute a representation by the organization that the organization is willing and able to perform the commitments contained in the proposal.
- **Table of Contents**
Each proposal package should contain a complete table of contents showing page numbers. All pages in the package must be numbered consecutively, and major sections must be indexed.
- **Form 2: Submission Checklist** (Forms can be downloaded at <https://sfdec.org/funding-opportunities/>)
Each proposal package should contain a Submission Checklist. This checklist verifies and documents that the proposal is complete with all required elements as outlined above and below including required forms, required narrative sections, and required attachments.
- **Form 3: Minimum Qualifications Attestation Form** (Forms can be downloaded at <https://sfdec.org/funding-opportunities/>)
All agencies submitting proposals for funding must provide a Minimum Qualifications Attestation Form. Any proposals failing to demonstrate these qualifications will be considered non-responsive and will not be eligible for proposal review or award of contract (refer to Section IV A). At its discretion, DEC may seek validation or information to confirm attestations for Minimum Qualifications compliance. DEC confirmation or rejection of agency Minimum Qualification attestation is final.



- **Statement of Qualifications Narrative**

Applicants should submit a statement of qualifications narrative that demonstrates their experience in ECMHC by responding to the questions that follow. Scoring criteria are described in Section IV B below. **Proposal narrative responses should be in the order presented here with section headings equivalent to the sections started in bolded and italic text.**

This RFGA seeks to identify agencies with the experience and qualifications to provide supports to staff in ECE and FRC settings so that they can better address the social-emotional needs of children in their care. The targets of these services are generally the adults in these settings to enhance their knowledge of the social-emotional development and needs of children so that they can adjust their interactions with the children and adults in their settings and involve parents when appropriate. The providers sought should have high capacity to engage with, at minimum, 15 ECE or FRC sites with the requested mental health consultation supports.

Your Statement of Qualifications should address the following specific questions within the page limit listed for each subsection:

1. ***Agency experience with and capacity for mental health consultation*** (up to 3 pages excluding Excel sheet and letters of support)
 - The provided Excel sheet (**Form 4 Proposed Site List** downloaded at <https://sfdec.org/funding-opportunities/>) lists all sites as of October 2023 that DEC anticipates serving under the ECMHC Initiative. Following the instructions on the sheet, indicate sites where your agency has previously provided ECMHC support and the duration of that support. Also indicate which sites your agency would ideally prefer to support in the future funding cycle. **Only provide responses in columns C – G. Do not delete rows referencing sites you do not propose to serve. Use rows above row 182 to identify additional sites. Submit in Excel format.**
 - Describe your agency’s experience and qualifications implementing mental health consultation activities in ECE and FRC settings and how these qualities will support successful implementation of requested activities.
 - DEC seeks to provide support to the sites listed with a minimal number of grantees. DEC projects each awardee will serve at least 15 ECE sites. Given the ECE and FRC sites/classrooms your agency proposes to serve, how many of these sites can be served with current staff, or staff to be hired? If relying on staff to be hired, what time frame do you expect to have all needed staff hired?
 - Provide five letters of support from different organizations to whom you have previously provided ECMHC services and those highlighted in this RFGA, or from organizations that might request services from your agency. (1 page each, single space allowed)



2. **Staff & their Qualifications** (up to 3 pages)
 - Describe the qualifications and preparation of your agency staff working in ECE and FRC settings, including their familiarity with the tools and assessments used in these settings, including but not limited to Classroom Assessment Scoring Tool (CLASS), Collaboration on the Social-Emotional Foundations of Early Learning (CSEFEL), ASQ, and ASQ-SE.
 - On the provided Excel sheet (**Form 5 MHC Staff Experience** downloaded at <https://sfdec.org/funding-opportunities/>) list staff who will be responsible for administering ECMHC in ECE and FRC settings. Include their names, job titles, length of service, degrees, licensure information, and whether they are CSEFEL certified (staff not CSEFEL certified may be required to become certified). **Submit in Excel format.**
 - Describe staff strategies and demonstrated abilities to engage teachers, FRC staff, children and parents from diverse backgrounds in relation to race, income, English language comprehension, developmental achievement, disparate access to services and outcomes, and experience of trauma and racially biased systems.
 - Note characteristics of staff and staffing strategy that could impact length of tenure working as an MHC. Describe proportion and number of staff seeking licensure while employed as MHCs, and the approaches to mitigate impact of the tendency of such staff to have short tenure.

 3. **Supervision** (up to 2 pages)
 - Describe the qualifications and experience of specific staff who will provide programmatic and/or clinical supervision for activities to be funded by this RFGA to individual MHCs assigned to support ECE and FRC sites.
 - Describe how supervision is used to assure quality implementation of consultation activities specific to ECE and FRC settings and to the specific needs of very young children.
 - Describe how the issues of supervision are tracked toward resolution.

 4. **Fiscal Administration capacity** (up to 1 page)
 - Describe your agency's experience with cost-based reimbursement grants. Include a description of the methods of allocation used to assign shares of shared costs to grants similar to this RFGA's project.

 5. **Data and Impact Evaluation** (up to 2 pages)
 - Describe your agency's approach to collecting, validating, and reporting data about your MHC services, including consultant time spent, activities conducted, and other accountability measures. How do you ensure accurate and reliable data collection?
 - Describe your organization's experience with performance measurement and evaluation in early childhood mental health consultation. How do you measure the outcomes and impact of your services?
-



- Describe any impacts and results for sites, staff, children and their families at ECE and FRC sites your agency has achieved by providing mental health consultation (or similar) activities.
 - Attest to your agency's agreement to participate in DEC evaluation and data collection efforts related to mental health consultation activities, including and not limited to online contract management system tracking of performance measures and budgets, tool to capture MHC time spent on service scenarios and associated responses, and assessment processes to (re)allocate service hour allocations to specific ECE and FRC sites.
- **Model of Service and Proposed Activities Narrative**
 Agencies should submit a model of service that describes how they intend to conduct a program of mental health consultation. Scoring criteria are described in Section IV B below. **Proposal narrative responses should be in the order presented here with section headings equivalent to the sections started in bolded and italic text.**
 1. ***Core Services*** (up to 3 pages)
 - Describe specific types of issues or circumstances that your agency will prioritize to address at ECE and FRC settings using the requested proposed model of mental health consultation services to ensure high quality services that addresses the needs of staff, children and their parents/caregivers at these sites.
 - Describe the model of service proposed to be provided at ECE and FRC sites. Describe how this model can be used to ensure high quality services that address the needs of staff, children and their families at these sites.
 - Describe how the proposed model of service will achieve outcomes for staff, children and their families at ECE and FRC sites.
 - Describe the processes and methods used to ensure that MHC's time is focused where it is most needed among different sites.
 2. ***Complimentary Services*** (up to 2 pages)
 - Developmental Screening Support
 - Describe how your agency will assist with the implementation of ASQ and ASQ-SE screening at ECE and FRC sites.
 - Critique the current or supposed strengths, opportunities, aspirations and results of this activity at ECE and FRC sites.
 - Propose activities for how MHC could directly, and in coordination with others, improve developmental screening implementation and follow-up activities.
 - ECE Quality Supports - Resource Coordination
 - Describe your familiarity with the additional resources supporting quality improvement at DEC-supported ECE sites, including ECE staff, Instructional Coaches, Inclusion Coaches, PHNs and other DEC supports.



- Critique the current or supposed strengths, opportunities, aspirations and results for coordination of MHCs with ECE staff, Instructional Coaches, Inclusion Coaches, PHNs and other DEC supports to achieve better outcomes for children.
 - Propose activities for how MHC could directly engage to lead/improve coordination with ECE staff, Instructional Coaches, Inclusion Coaches, PHNs and other DEC supports to achieve better outcomes for children.
- **Budget Use and Efficiency Narrative**
Using the prompts and guiding questions below, agencies should outline and justify costs associated with their model of service to the sites they anticipate serving. Scoring criteria are described in Section IV B below. **Proposal narrative responses should be in the order presented here with section headings equivalent to the sections started in bolded and italic text.**
 1. ***Capacity*** (up to 2 pages)
 - List and briefly describe the personnel (direct service, supervisory, other) and non-personnel cost categories likely to be submitted in a cost reimbursement grant budget. Group budget line-item costs into these categories: Personnel, Fringe Benefits, Professional Services, Subcontracts (if any), Program Expenses, and Administrative costs. For personnel items, include salary range for each role/title per FTE.
 - Using the budget categories listed in the bullet above, project a total annual budget request needed to serve the sites you have listed in Form 4 Proposed Site List. Agencies receiving grants under this RFGA will be asked to develop an annual line-item budget describing their proposed costs and activities. Negotiation of a mutually agreed to budget is a condition of an approved grant agreement.
 - Describe the Units of Service (UOS) (hours of direct on-site service engagement) and administrative hours (i.e., charting, supervision, transportation, etc.) that one FTE can provide in your proposed model. Describe the number of sites that could be served by each FTE.
 - Describe the factors that could increase or decrease the direct UOS that could be delivered by each FTE. Propose strategies that could appropriately increase the per-FTE direct UOS capacity in your model.
 - Describe your ratio of supervisory staff positions (by title) to direct service staff.
 - Describe your agency's capacity to obtain billing revenue for direct service clinical support to program participants, if higher level of support is needed, beyond short-term one-on-one or group activities supported by this RFGA.
- **Application Attachments and Forms**



Review the Submission Check List Form for instructions for submitting the application narrative, forms and requested attachments.

1. **Attachments to Minimum Qualifications.**

- Internal Revenue Service letter proving nonprofit and tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- Audited financial statements for FY 2021-22 and FY 2022-23.
- Copies of staff licenses for consultants listed.

2. **Attachments to Statement of Qualifications.**

- Form 4: Proposed Site List (Forms can be downloaded at <https://sfdec.org/funding-opportunities/>). Excel sheet of MHC sites the applicant currently serves and/or is seeking to serve. Submit in Excel format.
- Form 5: MHC Staff Experience (Forms can be downloaded at <https://sfdec.org/funding-opportunities/>). Excel sheet documenting the experience and expertise of MHC staff who will be providing the services outlined in the proposal. Submit in Excel Format.
- Five letters of support from organizations to whom you have provided MHC services





IV. Proposal Evaluation Criteria

A. Minimum Qualifications (Pass/Fail)

Each application will be reviewed for initial determination on whether applicant meets the Minimum Qualifications (MQs) referenced in this section. Applicants should complete the Minimum Qualifications Attestation form and attach supporting documentation as requested. **This screening is a pass or fail determination and an application that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.** Any application that does not satisfy the MQ’s will be deemed non-responsive and will not be scored.

Table C

| MQ # | Description |
|------------|---|
| MQ1 | Proposer has at least 5 years of experience providing early childhood mental health consultation or similar services to the target population as described in the RFGA. |
| MQ2 | A nonprofit organization filed IRS as a 501(c)(3) and/or equivalent. |
| MQ3 | Current certified vendor or the ability to become a certified vendor with the City and County of San Francisco within ten (10) days of notice intent to award. |
| MQ4 | Agency is not prohibited by the City Controller's Office from applying and receiving grant funding. |
| MQ5 | Agency affirms willingness to participate in all required reporting, evaluation, and documentation activities. |



Proposals should clearly demonstrate that the qualifications are met. Insufficient or incomplete information may result in a proposal being considered non-responsive and may not be eligible for award of the contract.

B. Evaluation Panel Scoring

The primary purpose of the 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 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 Evaluation Panel member will use a rubric provided by DEC to assign a score between 0 and 200 points to each application. The point values for each section in the scoring rubric are listed below. For consistency in scoring, the following are mandatory section headings for each application.

Table D

| Criteria | Maximum Points | Maximum # of Pages |
|---|----------------|--------------------|
| Statement of Qualifications Narrative | | |
| Agency Experience with Mental Health Consultation | 60 | 3 |
| Staff & their Qualifications | 30 | 3 |
| Supervision | 15 | 2 |
| Fiscal Administration | 10 | 1 |
| Data and Impact Evaluation | 20 | 2 |
| Model of Service Narrative | | |
| Core Services | 20 | 3 |
| Complementary Services | 20 | 2 |
| Budget Use and Efficiency Narrative | | |
| Budget Use and Efficiency | 25 | 2 |
| TOTALS | 200 | 18 |

Applicants must attain an average score of at least 160 in order to be prequalified and eligible to be awarded grants under this RFGA.

DEC staff reserve the right to negotiate budgets and scopes of work modified from the application packet, consistent with the terms of the RFGA.





V. Bidders' Conference and Contract Award

A. Bidders' Conference

Applicants are encouraged to attend a Bidders' Conference at the date and time noted in Section I.D. above. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFGA, please contact the individual designated in Section VI.B.

B. Mandatory Letter Of Intent Submission Instructions

Agencies intending to submit an application are **required** to submit a letter of intent, so that it is received by DEC on March 1, 2024. The letter of intent should be on agency letterhead and indicate the agency's intent to apply for funds through this solicitation (DEC24-03). 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. The letters of intent are not binding and are used by staff to anticipate the number of application evaluation panel members needed and identify potential conflicts of interest for panel members. The letters of intent are to be emailed to DEC-ECMHC-RFGA@sfgov.org. Please include the term "RFGA DEC24-03 letter of intent" in your subject line.

C. Contract Awards



DEC will select one or more proposers with whom Agency staff shall commence grant negotiations. The selected application may be part of the final grant and may be used as a starting point for grant negotiations. The acceptance and/or selection of any applications(s) shall not imply acceptance by the City of all terms of the applications(s), which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory grant cannot be negotiated in a reasonable time DEC, in its sole discretion, may terminate negotiations with the highest ranked applicant and begin contract negotiations with the next highest ranked applicant.

D. Written Questions and Requests for Clarification

Applicants are encouraged to submit written questions before the due date stated in Section I.D. to the individual designated in Section VI.B. All questions will be addressed, and any available new information will be provided in writing via posting to DEC website. All written questions must be submitted on or prior to the date and time indicated in Section I.D. Please include the term “RFGA DEC24-03 question” in your subject line. Following the question submission period and the Bidders’ Conference, the only questions that will be addressed are technical questions related to submission, and identification of potential errors in the RFGA.



VI. Terms and Conditions For Receipt of Proposals

A. Solicitation Errors and Omissions

Proposers are responsible for reviewing all portions of this RFGA. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFGA. Any such notification should be directed to the Department 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 Solicitation

Inquiries regarding the RFGA and all oral notifications of intent to request written modification or clarification of the RFGA, must be directed to:

Derik Aoki
Department of Early Childhood
1650 Mission Street, Suite 300
San Francisco, CA 94103
DEC-ECMHC-RFGA@sfgov.org

Please include the term “RFGA DEC24-03 question” in your subject line.

C. Objections to Solicitation Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFGA, the proposer must, not more than ten (10) calendar days after the RFGA is issued, provide written notice to the Department 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. Solicitation Addenda

The City may modify this RFGA, prior to the proposal due date, by issuing an Addendum to the RFGA, which will be posted on the DEC website at <https://sfdec.org/funding-opportunities/>. **The proposer shall be responsible for ensuring that its proposal reflects any and all RFGA Addenda issued by the City 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 RFGA Addenda. It is the responsibility of the proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the RFGA.

THE SUBMITTAL OF A RESPONSE TO THIS SOLICITATION SHALL EXPLICITLY STIPULATE ACCEPTANCE BY THE PROPOSERS OF THE TERMS FOUND IN THIS SOLICITATION, ANY AND ALL ADDENDA ISSUED TO THIS SOLICITATION, AND THE PROPOSED CONTRACT TERMS.

E. Proposal Term

Submission of a proposal signifies that the proposed services and prices are valid for 180 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. At proposer's election, the proposal may remain valid beyond the 180-day period in the circumstance of extended negotiations.

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. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before, but no later than the proposal due date and time. 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. At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

G. Proposal Errors and Omissions

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the solicitation or excuse the proposer from full compliance with the specifications of this solicitation or any contract awarded pursuant to this solicitation.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a proposer in responding to this RFGA. Proposers acknowledge and agree that their submissions in response to this RFGA will become the property of the City and may be used by the City in any way deemed appropriate.



I. Public Disclosure

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit.

If the City receives a Public Records Request ("Request") pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) of the Request and to provide the Proposer with a description of the material that the City deems responsive and the due date for disclosure ("Response Date"). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production ("Withholding Directive"), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

J. Proposer's Obligations under the Campaign Reform Ordinance

If a contract awarded pursuant to this Solicitation has (A) a value of \$100,000 or more in a fiscal year and (B) requires the approval of an elected City official, Proposers are hereby advised:

1. Submission of a Proposal in response to this Solicitation may subject the Proposers to restrictions under Campaign and Governmental Conduct Code Section 1.126, which prohibits City contractors, Proposers, and their affiliates from making political contributions to certain City elective officers and candidates; and
2. Before submitting a Proposal in response to this Solicitation, Proposers are required to notify their affiliates and subcontractors listed in the awarded contract or Proposal of the political contribution restrictions set forth in Campaign and Governmental Conduct Code section 1.126.

This restriction applies to the party seeking the contract, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the awarded contract or



Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1) negotiations are terminated, and no contract is awarded; or (2) twelve months have elapsed since the award of the contract.

A violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at [\(415\) 252-3100](tel:4152523100) or go to <https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders>.

K. Reservations of Rights by the City

The issuance of this Solicitation does not constitute a guarantee by the City that a contract will be awarded or executed 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 the Solicitation;
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 Solicitation, or the requirements for contents or format of the Proposals;
5. Procure any materials, equipment or services specified in this Solicitation by any other means; or
6. Determine that the subject goods or services are no longer necessary.

L. No Waiver

No waiver by the City of any provision of this Solicitation shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this Solicitation.

M. Local Business Enterprise Goals and Outreach

Per Section 14B.2 of the Admin Code, Chapter 14B requirements do not apply to grants, whether funded by the City or by Federal or State grant funds, to a nonprofit entity to provide services to the community.



N. Other

1. The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which the goods are to be delivered or the work is to be performed. Factors considered by the City shall include, but not be limited to:
 - a. Any condition set forth in this Solicitation;
 - b. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
 - c. Delivery time(s).
2. City reserves the right to inspect an awarded Proposer's place of business prior to award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.
3. Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another Proposer and may proceed against the original selectee for damages.
4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period requested.
5. Any false statements made by a Proposer or any related communication/ clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.





VII. City’s Social Policy Requirements

The San Francisco Municipal Code establishes a number of requirements for people seeking to do business with the City (“Social Policy Requirements”). The Social Policy Requirements set forth below are NOT intended to be a complete list of all Social Policy Requirements applicable to this Solicitation and any contracts awarded from it.

A. Proposers Unable to do Business with the City

1. GENERALLY

Proposers that do not comply with laws set forth in San Francisco’s Municipal Codes may be unable to enter into a contract with the City. Laws applicable to this Solicitation are set forth below.

2. ADMINISTRATIVE CODE CHAPTER 12B

A Proposer selected pursuant to this Solicitation may not, during the term of the Agreement, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners



and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code.

B. Health Care Accountability Ordinance

Where applicable, a Proposer selected pursuant to this Solicitation shall comply with the requirements of Chapter 12Q. For each covered employee who is not subject to Prevailing Wage, an awarded Proposer shall provide the appropriate health benefit set forth in Section 12Q.3 of the Health Care Accountability Ordinance (HCAO). If a Proposer selected pursuant to this Solicitation chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission. Information about and the text of the Chapter 12Q and the Health Commission’s minimum standards are available at <http://sfgov.org/olse/hcao>. Any Subcontract entered into by Proposer shall also be required to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this section.

C. Minimum Compensation Ordinance

Where applicable, a Proposer selected pursuant to this Solicitation shall comply with Administrative Code Chapter 12P. A Proposer selected pursuant to this Solicitation shall pay covered employees who are not subject to Prevailing Wage no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. A Proposer selected pursuant to this Solicitation is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>.

D. First Source Hiring Program

A Proposer selected pursuant to this Solicitation shall comply with all of the applicable provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code.

E. Non-Profit Entities

To receive a contract under this Solicitation, any nonprofit Proposer must be in good standing with the California Attorney General’s Registry of Charitable Trusts by the time of contract execution and must remain in good standing during the term of the agreement. Upon request, Proposer must provide documentation to the City demonstrating its good standing with



applicable legal requirements. If Proposer will use any nonprofit subcontractors to perform the agreement, Proposer will be responsible for ensuring they are also in compliance with all requirements of the Attorney General’s Registry of Charitable Trusts at the time of Contract execution and for the duration of the agreement.

F. Other Social Policy Provisions

The City’s Contract Terms identifies the City’s applicable social policy provisions related to a contract awarded pursuant to this Solicitation. Proposers are encouraged to carefully review these terms and ensure they are able to comply with them.





VIII. Contract Requirements

A. Contract Terms and Negotiations

The successful proposer will be required to enter into the Agreement attached hereto as Attachment 1, Grant Agreement for services by Community-Based Organizations. The **City's Proposed Agreement Terms are not subject to negotiation**. Failure to timely execute the Proposed Agreement, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the Proposed Agreement, shall be deemed an abandonment of the proposal and City, in its sole discretion, may select another proposer and proceed against the original selectee for damages.

B. Public Access to Meetings and Records

If the successful proposer is awarded a grant of at least \$250,000 in City funds or City-administered funds, the proposer will be required to provide the following:

1. A statement describing Proposer's efforts to comply with the Chapter 12L provisions regarding public access to Proposer's meetings and records, and
2. A summary and disposition 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. 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.

C. 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.

D. Insurance Requirements

Unless otherwise stated, within thirty (30) business days of the receipt of a notice of award of a Contract, the proposer to whom the contract is awarded shall deliver the specified insurance certificates and policy endorsements to City. If the proposer fails or refuses to furnish the required insurance within thirty days after receiving notice to award a Contract, the City may, at its option, determine that the proposer has abandoned its proposal. Thereupon the tentative award of said contract to this proposer shall be canceled. The required insurance certificates are outlined in Attachment 1, Grant Agreement for services by Community-Based Organizations. However, the department will work with each awarded agency and the City's Risk Manager to determine the appropriate levels of insurance that may be needed.

E. Compliance with Other Laws

Applicants awarded grants under this RFGA shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of the grant Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.





IX. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest 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 Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Non-Responsible Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsibility, a proposer may submit a written Notice of Protest of Non-Responsibility. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.



C. Protest of Contract Award

Within three (3) business days of the City's issuance of a Notice of Intent to Award, a proposer may submit a written Notice of Protest of Contract 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 Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

D. Delivery of Protests

A Notice of Protest must be written. Protests made orally (e.g., by telephone) will not be considered. A Notice of Protest shall be transmitted by a means that will objectively establish the date the City received the Notice of Protest. If a Notice of Protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. All protests must be received by the due dates stated above. Protests must be delivered to:

Executive Director
Department of Early Childhood
1650 Mission St. Suite 300
San Francisco, CA 94103

Attn: Ingrid X. Mezquita
ingrid.mezquita@sfgov.org





X. Standard Forms

A. How to become Eligible to Do Business with the City

Before the City can award any contract to a Proposer, all Proposers must meet the minimum requirements described below. There may be additional requirements placed upon a Proposer depending on the type of good or service to be purchased.

B. How to Register as a City Supplier

The following requirements pertain only to Proposers not currently registered with the City as a Supplier.

Step 1: Register as a BIDDER at City's Supplier Portal:

<https://sfcitypartner.sfgov.org/pages/index.aspx>

Step 2: Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector's Office and submit Chapter 12B and 12C forms through the Supplier portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

- **City Business Tax Registration Inquiries:** For questions regarding business tax registration procedures and requirements, contact the Tax Collector's Office at



(415) 554-4400 or, if calling from within the City and County of San Francisco, 311.

- **Chapter 12(B) and 12(C) Inquiries:** For questions concerning the City’s Chapter 12(B) and 12(C) Equal Benefits and Non-Discrimination in Contracting requirements, go to: www.sfgov.org/cmd.

C. Supplier Eligibility and Invoice Payment

Suppliers must have a City-issued supplier number, have all compliance paperwork submitted and approved by the City, and have an executed contract or purchase order before payments can be made. Once a supplier number has been assigned, an email notification will be provided by the City's Supplier File Support Division. This notification will include instructions on how to sign up to receive payments through the City's supplier portal located at <https://sfcitypartner.sfgov.org/>.

D. Supplemental Forms

| Form: | Required If: |
|---|---|
| Minimum Compensation Ordinance (MCO) Declaration (pdf) | You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors. |
| Health Care Accountability Ordinance (HCAO) Declaration (pdf) | You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 20 employees (more than 50 employees for nonprofit organizations), including employees of any parent, subsidiaries or subcontractors. |
| Insurance Requirements (pdf) | The solicitation requires the successful Proposer to demonstrate proof of insurance. |

For further guidance, refer to the City’s supplier training videos that are located online at: <https://sfcitypartner.sfgov.org/>.



XI. RFGA Forms Overview

Organizations interested in responding to this RFGA must submit the following forms according to the instructions included on the forms. Incomplete applications and applications not following the required format will not be considered for funding. Form 2 Submission Checklist includes a checklist to assist proposers in providing a complete and accurate response and all forms can be downloaded at <https://sfdec.org/funding-opportunities/>. An overview of required forms is provided below.

- **Form 1: RFGA Cover Page**
Submit the cover page signed by a person authorized to obligate the organization to perform the commitments contained in the proposal. Submission of this document will constitute a representation by the organization that the organization is willing and able to perform the commitments contained in the proposal.
- **Form 2: Submission Checklist**
Each proposal package should contain a Submission Checklist. This checklist verifies and documents that the proposal is complete with all required elements as outlined above and below including required forms, required narrative sections, and required attachments.
- **Form 3: Minimum Qualifications Attestation Form**
All agencies submitting proposals for funding must provide a Minimum Qualifications Attestation Form. Any proposals failing to demonstrate these qualifications will be considered non-responsive and will not be eligible for proposal review or award of contract (refer to Section IV A). At its discretion, DEC may seek validation or information to confirm attestations for Minimum Qualifications compliance. DEC confirmation or rejection of agency Minimum Qualification attestation is final.
- **Form 4: Proposed Site List**
Excel sheet of MHC sites the applicant currently serves and/or is seeking to serve.
- **Form 5: MHC Staff Experience**
Excel sheet documenting the experience and expertise of MHC staff who will be providing the services outlined in the proposal.

